SUBSTITUTE TEACHER HANDBOOK

CHRISTIAN COUNTY
PUBLIC SCHOOLS
A Community Committed to Phenomenal Schools

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Substitute Teacher Handbook

Christian County Schools

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Christian County Board of Education
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As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Table of Contents

Table of Contents ii

Introduction 1

WELCOME 1
DISTRICT VISION AND MISSION 2
FUTURE POLICY CHANGES 2
ORGANIZATIONAL CHART 3
CENTRAL OFFICE PERSONNEL 1
SCHOOL ADMINISTRATORS 1

Terms of Employment 3

EQUAL OPPORTUNITY EMPLOYMENT 3
HARASSMENT/DISCRIMINATION/TITLE IX SEXUAL HARASSMENT. 3
CRIMINAL BACKGROUND CHECKS 5
MEDICAL EXAMINATIONS 5
PERFORMANCE OF DUTIES 5
SUPERVISION OF STUDENTS 6
BULLYING/HAZING 6
CONFIDENTIALITY 7
INFORMATION SECURITY BREACH 7
REASONABLE ASSURANCE 7
SALARIES 8
PAYROLL DEDUCTIONS 8
PAYROLL REPORTING SCHEDULE 9

General Information 10

SCHOOL CALENDAR 10
SUBSTITUTE LIST 11
LENGTH OF ASSIGNMENT 11
SCHOOL DAY 11
EMERGENCY CLOSINGS 11
LESSON PLANS 11
CLASSROOM MANAGEMENT 12
EVALUATION OF SUBSTITUTES 13
WHAT IF . . . 13

Employee Conduct 18

GIFTS 18

POLITICAL ACTIVITIES **18**
EMPLOYEE RELIGIOUS EXPRESSION **18**
DISRUPTING THE EDUCATIONAL PROCESS **18**
DRUG-FREE/ALCOHOL-FREE SCHOOLS **19**
WEAPONS **20**
USE OF SCHOOL PROPERTY **20**
USE OF PERSONAL CELL PHONES/TELECOMMUNICATION DEVICES **21**
HEALTH, SAFETY AND SECURITY **21**
AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) **21**
ASSAULTS AND THREATS OF VIOLENCE **22**
CIVILITY **22**
TOBACCO, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCTS **23**
ACCEPTABLE USE OF TECHNOLOGY **23**
MATERIALS USED WITH STUDENTS **24**
CONTROVERSIAL ISSUES **24**
SEARCH AND SEIZURE **24**
CHILD ABUSE **24**
CORPORAL PUNISHMENT **25**
USE OF PHYSICAL RESTRAINT AND SECLUSION **25**
RETENTION OF RECORDINGS **25**
REQUIRED REPORTS **25**
CODE OF ETHICS **29**

Appendix 31

SUBSTITUTE INFORMATION UPDATE FORM **31**
PROFESSIONAL SUBSTITUTE CHECKLIST **32**

Acknowledgement Form 33

Introduction

Welcome

Thank you for filling the important role of substitute teacher in the Christian County Schools. We welcome you as an important instructional partner.

Substitute teaching is a challenging task. From frequent early morning calls, to spending your working day in new and different situations with very little time to prepare, your resourcefulness and organizational skills will be tested. Our community expects the best for the students, including a chance to work with caring and skilled adults, and you have been chosen as one of those individuals.

The purpose of this handbook is to acquaint you with policies and procedures of the Christian County Schools that govern and affect your employment as a substitute teacher and give you some basic information that will better allow you to serve the children in a skilled, professional manner.

This handbook is not intended to be, and should not be interpreted as, a contract or a source of any claim or expectation to employment as a substitute. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

Some policies may be associated with specific forms. It is the substitute employee's responsibility to refer to the actual policies and/or administrative procedures for further information.

Copies of specific documents are available at the Central Office and in the Principal's office. Employees and students who fail to comply with Board policies may be subject to disciplinary action. Policies and procedures also are available online via the District's web site or through this Internet address:

http://policy.ksba.org/C11

Substitutes are expected to be familiar with policies related to his/her job responsibilities. **01.5**

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded numerical codes** refer to the Board policy or administrative procedure that addresses a particular item. Substitute employees with questions should contact the school Principal or designee.

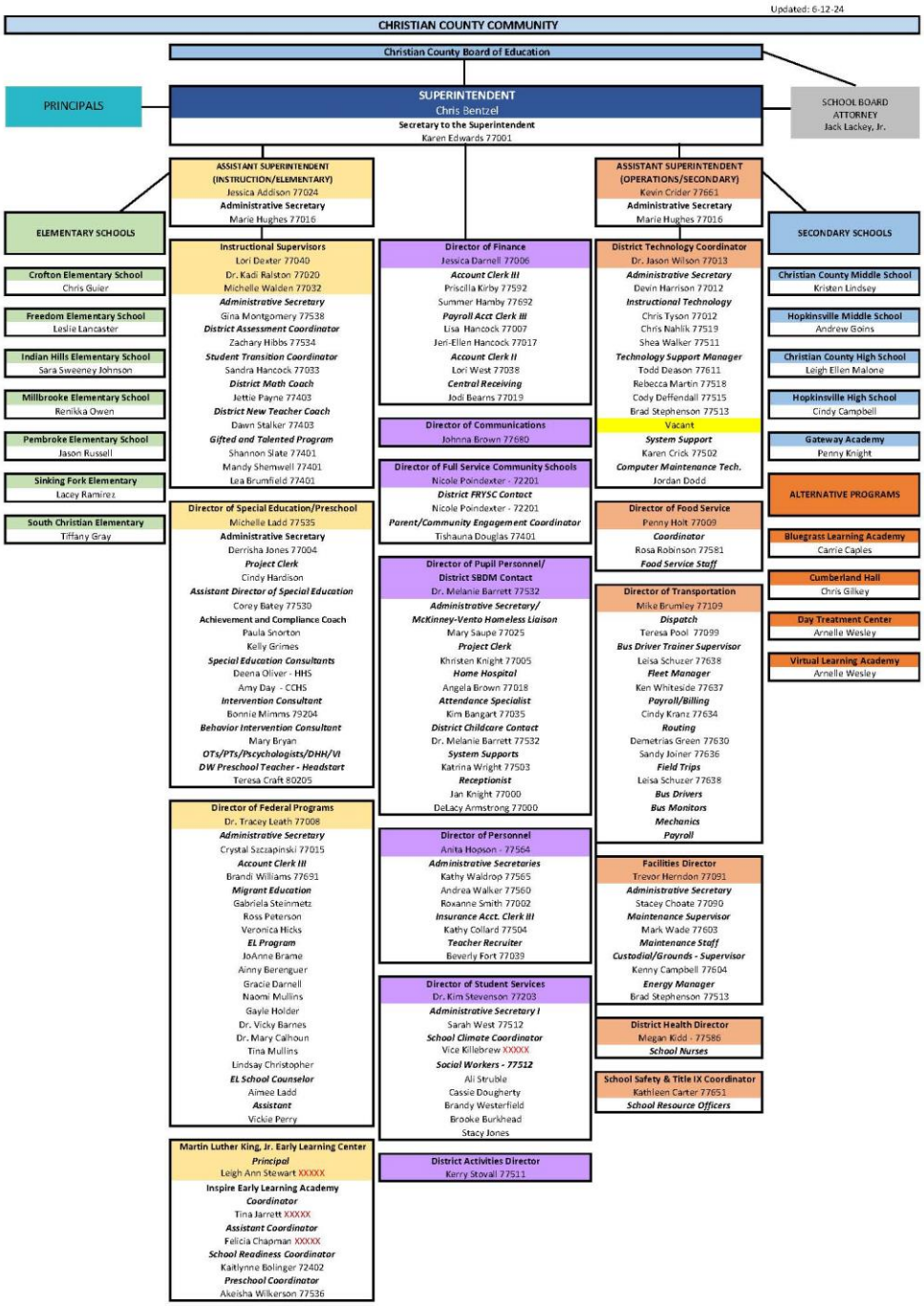
District Vision and Mission

The mission of Christian County Public Schools is to ensure meaningful learning experiences that empower ALL students IN reaching their fullest potential in a changing world. We will provide the tools for preschool to post-graduation success by uniting all shareholders to support diverse academic and social-emotional needs.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the District reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Organizational Chart



Central Office Personnel

Person/Address	Telephone/E-mail
Supt. Christopher Bentzel 200 Glass Avenue	270-887-7000 christopher.bentzel@christian.kyschools.us
Title IX/Equity Coordinators Kathleen Carter Anita Hopson Melanie Barrett Kerry Stovall 200 Glass Ave.	270-887-7000 kathleen.carter@christian.kyschools.us anita.hopson@chrisitan.kyschools.us melanie.barrett@christian.kyschools.us kerry.stovall2@christian.kyschools.us
504 Coordinator Michelle Ladd 200 Glass Ave	270-887-7000 michelle.ladd@christian.kyschools.us
Personnel Director Anita Hopson	270-887-7002 anita.hopson@christian.kyschools.us
Director of Pupil Personnel Melanie Barrett	270-887-7005 melanie.barrett@christian.kyschools.us

School Administrators

School	Person/Address	Telephone/E-mail
Bluegrass Academy	Principal Carrie Caples 200 Glass Avenue	270-887-1477 carrie.caples@christian.kyschools.us
Christian County Day Treatment Center	Principal Arnelle Wesley 210 Glass Avenue	270-887-7390 arnelle.wesley@christian.kyschools.us
Christian County High School	Principal Leigh Ellen Malone 220 Glass Avenue	270-887-7050 leigh.malone@christian.kyschools.us
Christian County Middle School	Principal Kristen Lindsey 210 Glass Avenue	270-887-7070 kristen.lindsey@christian.kyschools.us
Crofton Elementary School	Principal Chris Guier 12145 S. Madisonville Rd.	270-887-7190 chris.guier@christian.kyschools.us
Cumberland Hall	Principal Chris Gilkey 210 Glass Ave.	270-889-2177 chris.gilkey@christian.kyschools.us
Freedom Elementary School	Principal Leslie Lancaster 831 North Drive	270-887-7150 leslie.lancaster@christian.kyschools.us

School	Person/Address	Telephone/E-mail
Gateway Academy to Innovation and Technology	Principal Penny Knight 705 N. Elm Street	270-887-7030 penny.knight@christian.kyschools.us
Hopkinsville High School	Principal Cindy Campbell 430 Koffman Drive	270-887-7110 cindy.campbell@christian.kyschools.us
Hopkinsville Middle School	Principal Andrew Goins 14405 Dr. Martin Luther King Jr. Way	270-887-7130 andrew.goins@christian.kyschools.us
Indian Hills Elementary School	Principal Sara Johnson 434 Koffman Drive	270-887-7230 sara.johnson@christian.kyschools.us
Martin Luther King, Jr. Early Learning Center	Principal Leigh Ann Stewart 313 Blane Drive	270-887-7310 leighann.stewart@christian.kyschools.us
Millbrooke Elementary School	Principal Renikka Owen 415 Millbrooke Drive	270-887-7270 renikka.owen@christian.kyschools.us
Pembroke Elementary School	Principal Jason Russell 1600 Pembroke-Oak Grove Road	270-887-7290 jason.russell@christian.kyschools.us
Sinking Fork Elementary School	Principal Lacey Ramirez 5005 Princeton Road	270-887-7330 lacey.ramirez@christian.kyschools.us
South Christian Elementary School	Principal Tiffany Gray 12340 Herndon-Oak Grove Road	270-887-7350 tiffany.gray@christian.kyschools.us
Virtual Learning Academy	Principal Amelle Wesley 200 Glass Avenue	270-887-7000 amelle.wesley@christian.kyschools.us

Section

1

Terms of Employment

Equal Opportunity Employment

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

Our school system is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

Reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided as required by law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact Anita Hopson at the Central Office. **03.113**

Harassment/Discrimination/Title IX Sexual Harassment

The District intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

Employees who believe that they, another employee, a student, or a visitor to the school or District, is being or has been subjected to harassment or discrimination shall bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. **03.162/09.42811**

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

Title IX Coordinators: Kathleen Carter (Main Coordinator)
Office Address: 200 Glass Ave., Hopkinsville, KY 42240
Office Email: kathleen.carter@christian.kyschools.us
Office Phone: 270-887-7000; Ext. 77651

Title IX Coordinators: Anita Hopson (Staff)
Office Address: 200 Glass Ave., Hopkinsville, KY 42240
Office Email: anita.hopson@christian.kyschools.us
Office Phone: 270-887-7002; Ext. 77564

Title IX Coordinators: Melanie Barrett (Student)
Office Address: 200 Glass Ave., Hopkinsville, KY 42240
Office Email: melanie.barrett@christian.kyschools.us
Office Phone: 270-887-7000; Ext. 77532

Title IX Coordinators: Kerry Stovall
Office Address: 200 Glass Ave., Hopkinsville, KY 42240
Office Email: kerry.stovall2@christian.kyschools.us
Office Phone: 270-887-7000; Ext. 77011

504 Coordinator: Michelle Ladd
Office Address: 200 Glass Ave., Hopkinsville, KY 42240
Office Email: michelle.ladd@christian.kyschools.us
Office Phone: 270-887-7000; Ext. 77535

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

Title IX Sexual Harassment Grievance Procedures are located on the District Website.

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.

http://www.ascr.usda.gov/complaint_filing_cust.html

07.1

Criminal Background Checks

All substitute teachers hired by the District must have both a state and a federal criminal history background check and a letter (CA/N check) from the Cabinet for Health and Family Services provided by the individual documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet. **03.4**

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **3.11**

The program and user instructions are on the Kentucky Online Gateway (KOG): https://kog.chfs.ky.gov/home/.

Medical Examinations

All newly employed certified personnel, including substitute teachers, shall present documentation of a medical examination performed by a licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse (APRN) or by a licensed medical practitioner of the employee's choice. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted.

Unless otherwise provided in Board policy, the cost of the medical examination must be borne by the employee.

The initial medical examination shall include a risk assessment for tuberculosis and shall be documented as required by Kentucky Administrative Regulation. **03.111**

Performance of Duties

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.133**

Supervision of Students

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities.

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. As is the case with all District employees, you are required to assist in providing appropriate supervision and correction of students. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party, on school premises, on school-sponsored transportation (per policies 06.34 and 09.2261), or at school sponsored events.

The Code of Acceptable Behavior and Discipline shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/06.34/09.2261/09.422/09.42811**

Bullying/Hazing

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or

2. That disrupts the education process.

"Hazing" is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

a) Violate federal or state criminal law;

b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;

c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;

d) Endure brutality of a sexual nature; or

e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

"Organization' is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years. **09.422**

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **03.111/09.14/09.213/09.43**

Both federal law and Board policy prohibit employees from making unauthorized disclosure of, using, or disseminating personal information regarding minors over the Internet. **08.2323**

Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

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

Reasonable Assurance

Substitute teachers on the District's substitute list shall be notified in writing by the last day of school each year as to whether they have reasonable assurance of continued employment for the following school year. **03.4**

Salaries

Substitutes are paid on a per diem basis according to a schedule approved annually by the Board. The salary schedule may reflect adjustments for long-term/continuous assignments **03.4**

Paychecks shall be issued according to a schedule approved by the Board of Education. **03.121**

It is recommended that substitute teachers maintain a personal record of days worked by location and date to enable them to confirm that they are paid correctly. If you have any questions concerning your pay, please call the Central Office.

Payroll Deductions

Substitute teachers are subject to payroll deductions required by law. Mandatory deductions include state and federal taxes, deductions required by the Teachers' Retirement System of the State of Kentucky, deductions required as a result of judicial process, and Medicare (FICA). **03.1211**

Payroll Reporting Schedule

CHRISTIAN COUNTY PUBLIC SCHOOLS
SUBSTITUTE PAYROLL REPORTING SCHEDULE
2024-2025

PAYROLL PERIOD FROM - THROUGH	DUE TO PAYROLL	PAY DAY
-- July 1 – July 12	-- July 15	July 15 July 31
July 15 – July 26 July 29 – August 16	July 29 August 19	August 15 August 30
August 19 – August 30 September 2 – September 13	September 2 September 16	September 13 September 30
September 16 – September 27 September 30 – October 11	September 30 October 14	October 15 October 31
October 14 – October 25 October 28 – November 15	October 28 November 18	November 15 November 29
November 18 – November 29 December 2 – December 20	December 2 December 23	December 13 December 31
December 23 – January 3 January 6 – January 10	January 6 January 13	January 15 January 31
January 13 – January 24 January 27 – February 9	January 27 February 10	February 14 February 28
February 10 – February 21 February 24 – March 7	February 24 March 10	March 14 March 31
March 10 – March 21 March 24 – April 4	March 24 April 7	April 15 April 30
April 7 – April 25 April 28 – May 19	April 28 May 12	May 15 May 30
May 12 – May 23 May 26 – June 6 June 9 – June 30	May 26 June 9 June 16 (Project through 06/30)	June 13 June 26 (June 30 PR) June 27 (July 15 PR) June 30 (July 31 PR)

PLEASE NOTE

PAYROLL MUST BE TURNED IN ON TIME TO ALLOW TIMELY AND ACCURATE PROCESSING*

SUB TEACHERS, SUB AIDES, SUB CUSTODIANS & SUB COOK BAKERS WILL BE PAID USING THIS PAYROLL SCHEDULE*

FULL TIME EMPLOYEES DOING EXTRA SERVICE ISSUED ON A TIMESHEET OR F75 WILL BE PAID AT THE END OF EACH MONTH USING THE EXTRA SERVICE PAYROLL SCHEDULE.

Section

2

General Information

School Calendar

Christian County Public Schools 2024-2025

July 2024

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2024

Mon	Tues	Wed	Thurs	Fri	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	5

September 2024

Mon	Tues	Wed	Thurs	Fri	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					20

October 2024

Mon	Tues	Wed	Thurs	Fri	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		18

November 2024

Mon	Tues	Wed	Thurs	Fri	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	16

December 2024

Mon	Tues	Wed	Thurs	Fri	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	15
30	31				74

Janurary 4, 2024 Final

Quarters	
1st	August 26-October 18
2nd	October 21 -December 20
3rd	January 6 -March 7
4th	March 10 -May 23

REPORT CARD	
October 25, 2024	
January 10, 2025	
March 14, 2025	
May 28, 2025	
BREAKS	
October 7-11, 2024	
Dec 23-31, 2024, Jan 2-3, 2025	18
April 1-4, 2025	
OPEN/CLOSE	
August 12, 2024	
May 28, 2025	
HOLIDAYS	
September 2, 2024	
November 28, 2024	19
January 1, 2025	
January 20, 2025	
FLEX PD	
November 27, 2024	
February 17, 2025	
March 28, 2025	
March 31, 2025	18

	First/Last Day for Students	
PK	First Day Preschool	
QTR	First/Last Day per Quarter	
KSA	State Testing Window	
SWD	Staff Work Days	
ER	Early Release Days	
C	Closing Day	17
G	Planning Day	
H	Holidays	
K	No School	
O	Opening Day	
P	Professional Days	
U	Make-up Days	
	November 5 Presidential Election	91

January 2025

Mon	Tues	Wed	Thurs	Fri	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	19

February 2025

Mon	Tues	Wed	Thurs	Fri	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
					18

March 2025

Mon	Tues	Wed	Thurs	Fri	
3	4	5	6	7	
10	ACT	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					19

April 2025

Mon	Tues	Wed	Thurs	Fri	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			18

May 2025

Mon	Tues	Wed	Thurs	Fri	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	17

June 2025

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Substitute List

Approved substitute teachers will be placed on a call list. When possible, substitutes are called to teach in fields for which they are most qualified.

Beginning with the 2018-2019 school year, Christian County Public Schools will implement the Absence Management (formerly AESOP) Substitute Management System. Each substitute will receive additional detailed information from the Personnel Office regarding the use of this system. Please contact the Personnel office at (270) 887-7002 if you have questions.

Length of Assignment

Substitutes are called to serve for a certain time frame and, when possible, the same substitute may be used when a teacher is to be absent on consecutive days.

Substitute teachers shall not work more than one-hundred- twenty-nine (129) service hours per month unless pre-approved by the Superintendent based on certification needed for longer term assignments.

A substitute is expected to follow the same hours of duty and fulfill the same assignments as the regular teacher. **03.4**

School Day

Substitutes are not allowed to leave their job assignments during duty hours without the express permission of the Principal/designee.

When possible, substitutes shall be on duty no later than 15 minutes before students are scheduled to arrive and shall remain in the building at least 15 minutes after the dismissal time for students. **03.1332**

Substitutes working on an extended assignment shall attend meetings called by the Superintendent, building Principals, Supervisors or their designees. Absence from staff meetings must have approval of the administrator who called the meeting. **03.1335**

Emergency Closings

In case of inclement weather or other emergencies that cause school to be called off or delayed, information will be broadcast on designated radio and TV stations. Substitutes are responsible for checking for these announcements. **06.21/08.33**

Lesson Plans

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and shall leave a written record of the work completed during their length of duty.

If no lesson plan has been left, the substitute shall confer with the Principal or a fellow teacher as to how to proceed. If the assignment is to span more than one (1) day, the substitute should request from the Principal the basic format s/he is required to follow in developing a plan for the second and subsequent days.

Classroom Management

Although the following general classroom management guidelines are not intended to be all-encompassing, substitutes are expected to follow them unless otherwise directed by the school administrator:

- Be prepared to make adjustments for any unusual changes in school schedules such as fire drills, altered class schedules or activities for the day. Each room in the school has emergency procedures posted or otherwise made available in case of fire, earthquake, tornado, lockdown or other potentially dangerous situations. Look for this information and review it prior to the beginning of the school day.

- It is the responsibility of the substitute teacher to check with the Principal/designee to determine if any of the day's assigned students have accommodations under an Individual Education Plan (IEP) or 504 plan and implement plan provided.

- Implement drill/evacuation plans.

- Display your name where it can easily be seen by all students. Take time before beginning lessons to tell the class briefly about yourself.

- Let the class know that you will try to follow the normal classroom routine, but also let them know that everyone does things somewhat differently.

- Ask the students questions: their names, classroom rules/procedures. The time spent getting oriented and becoming familiar with the class may make a difference later in the school day.

- Keep a positive attitude. Be positive in your remarks to students. When you are circulating around the room (a proven and effective management technique) comment to students on task.

- Try to be sensitive to differences.

- Any unusual requests from parents or students should be handled by the Principal/designee.

- Correct the day's work when possible. Organize any student papers and label them clearly.

- Write a complete, succinct review of the day's activities. Be sure to indicate portions of the lesson plan that may not have been completed. Mention individual students who may have been particularly helpful; list any problems that may have arisen.

- Leave the classroom in good order.

- Substitutes teachers shall not do the following:

  ☒ Make/take personal phone calls during class time;

  ☒ Use the internet for personal use; or

  ☒ Engage in personal tasks such as reading, knitting, etc.

Evaluation of Substitutes

The Principal or regular teacher will complete a substitute evaluation form as required by Board policy and/or District or school procedure.

What if . . .

Unexpected activities can be experienced during a school day and substitute teachers need to be prepared to handle all situations. Following is information about the District's procedures for several drills, lockdowns, and other emergencies. It is the responsibility of the substitute to identify the specific directions that apply to the room/area in which s/he is teaching.

FIRE

Faculty/staff shall:

1. Post in each room and discuss with each class rules for fire evacuation, including student responsibilities. These will include directions on the exits, alternative exits, and the outdoor evacuation area(s).

2. Close all classroom windows and doors before leaving.

3. Turn off all lights and gas jets in the room.

4. Maintain order during the evacuation and arrange assistance for students with disabilities.

5. Take roll list/sub folder and check roll when the class is in its evacuation area. No person is to remain in the building during a fire drill.

6. Report to the Principal any student who is missing. **05.41 AP.1**

BOMB THREAT

The faculty and staff shall:

1. Post in each room and discuss with each class rules for bomb threat evacuation, including student responsibilities. These will include directions on the designated exits, alternative exits, assigned evacuation area(s), and designated safety precautions such as a ban on cell phone or radio use during a bomb threat drill or evacuation.

2. If a written bomb threat is received, the employee receiving it should preserve it for investigation by the police for possible fingerprints by handling it as little as possible while placing it in a protective envelope.

3. Maintain order during the evacuation and arrange for the assistance of students with disabilities. Leave doors and windows open.

4. Scan the area noting any items that appear to be out of place, and report same to Principal/designee. Do not touch or move any unusual items, but notify the head of the search team.

5. Take roll list/sub folder and check roll when the class is in its evacuation area. Other than adults authorized to check the premises, no person is to remain in the building during a bomb threat or bomb threat drill.

6. Report to the Principal any student who is missing. **05.43 AP.1**

TORNADO/SEVERE WEATHER

The faculty and staff shall:

1. Utilize designated safe areas during a tornado/severe weather drill or warning.

2. Instruct students in the procedures to be used during a tornado/severe weather drill, watch, or warning.

3. Maintain order during the drill, watch, or warning and arrange assistance for students with disabilities.

4. Require students to use one of the following positions, as appropriate:

    a. Rest on knees, lean forward, cover face by crossing arms above face.

    b. Sit on floor, cross legs, cover face with folded arms.

    c. If space does not permit use of the first or second suggested position, stand and cover face with crossed arms. Wraps or coats, when readily available, should be used as a covering.

5. Remain in the assigned safety area with students until the all-clear signal or recall signal is given.

6. Report to the Principal any student who is missing. **05.42 AP.1**

EARTHQUAKES

Faculty/staff shall post in each room and discuss with each class rules for earthquake preparedness, including student responsibilities; maintain order during the drill or quake and arrange for the assistance of students with disabilities; and report to the Principal any student who is missing.

If indoors

1. Drop and take cover under desks, tables, or other heavy furniture, in interior doorways or narrow halls, or against weight-bearing inside walls.

2. Stay away from windows, light fixtures, and suspended objects.

3. Under no circumstances should persons rush through or outside the building, exposing themselves to falling debris, live wires, etc.

4. After the tremors have ceased, evacuate the building and move all personnel to safe areas.

If outdoors

1. As appropriate, move away from building.

2. Avoid utility poles and over-head wires.

3. Do not enter any building that has sustained damage until competent personnel have examined the building and declared it safe.

4. Before students and staff are permitted to re-enter a building, the building must be checked for structural soundness, including but not limited to, the integrity of electrical wiring, heating and fuel systems, and water distribution system. **05.47 AP.1**

Section

3

Employee Conduct

Gifts

No employee shall accept, for personal use, any gifts valued at over $25 from current or potential suppliers or vendors.

Personnel are also prohibited from accepting rebates in the form of gifts or gratuities valued at over $25 from organizations or persons to whom they have referred or may refer parents and students. Exceptions may be made for those businesses who offer discounts to various employee groups. **03.1322**

Political Activities

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324**

In addition, KRS 161.164 prohibits employees from taking part in the management of any political campaign for school board.

Employee Religious Expression

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion. **03.13241**

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the orderly administration of activities or operations may be subject to disciplinary action, including termination.

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

- Conduct that threatens the health, safety or welfare of others;
- Conduct that may damage public or private property (including the property of staff or visitors);
- Illegal activity;
- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of services, completion of work responsibilities or interferes with the orderly administration of District activities or operations. **03.1325**

In keeping with these requirements, employees are required to dress appropriately and in keeping with their professional responsibilities and any dress code in place at the school. If there are questions about what constitutes suitable attire and appearance, substitutes should confer with their Principal or assigned contact.

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

Any employee convicted of any criminal drug statute involving use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent.

Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **03.13251**

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police **09.423**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument including, but not limited to, all knives (including pocket knives and hunting knives), explosive devices, fire crackers or fireworks of any kind, instruments or objects which may reasonably be perceived by another as a weapon or dangerous instrument ("look-alike" weapon), or any other object, device or material which is reasonably determined by the Principal and/or the Board to be used or possessed for the purpose of intimidating, threatening or injuring another person in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

Use of School Property

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. **03.1321**

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policy **03.13214.**

Health, Safety and Security

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within twenty-four (24) hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

The District shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, including hospitalization resulting from a heart attack, or the loss of an eye.

File a report	After Hours Hotline
(502) 564-3070	(800) 321-6742

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an emergency. **03.14/05.4**

Automated External Defibrillators (AEDs)

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with procedures established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator. **05.4**

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor. A "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

a. Assault resulting in serious injury;

b. A sexual offense;

c. Kidnapping;

d. Assault with the use of a weapon;

e. Possession of a firearm or deadly weapon in violation of the law;

f. The use, possession, or sale of a controlled substance in violation of the law; or

g. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported, shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police**. 09.425**

Substitute teachers should consult with the Principal/designee when serious incidents occur to make sure that students are disciplined consistent with the School Code of Acceptable Behavior and Discipline and related policy and procedures.

Civility

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

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

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

Tobacco, Alternative Nicotine Product, or Vapor Products

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all employees and at all times on or in all property owned, operated or possessed by the Board, including any vehicle that is owned, operated, leased, or contracted for use by the by the Board.

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all employees while attending or participating in any school-related student trip or student activity and is in the presence of a student or students. **03.1327**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle owned, operated, leased, or contracted for use by the Board and while participating in any school-related trip or student activity.

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products. **09.4232**

Acceptable Use of Technology

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 policy and related procedures, which apply to all parties who use District technology. Certified employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media.

If you have questions about what constitutes acceptable use, please check with the Principal/designee. **08.2323**

Materials Used with Students

All materials presented for student use or viewing shall be reviewed by the teacher before use. Exceptions shall be current events programs and programs provided by Kentucky Educational Television.

Unless the Principal grants an exception based on documentation that the entire video is directly related to the content being taught, rather than showing an entire film, only clips of videos shall be used to highlight core content concepts. **08.234**

Controversial Issues

Teachers are expected to exercise reasonable and prudent judgment in the selection and use of materials and discussion of issues in their classrooms. All classroom materials shall be current, relevant, and significant to the instructional program. Materials shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students.

Neither issues nor materials that have a potentially disruptive effect on the educational process shall be discussed or chosen. Teachers who suspect that materials or a given issue may be inconsistent with this policy shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. If the Principal is in doubt, s/he shall confer with the Superintendent. **08.1353**

Search and Seizure

Unless otherwise permitted by policy 09.436, only those certified personnel directly responsible for the conduct of the pupil or the Principal of the school the student attends are authorized to search the student's person or his or her personal effects. Before a student's outer clothing, pockets, or personal effects (e.g., handbags, backpacks, etc.) are searched, there must be reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law or possesses an item harmful to the school and its students. Search of a pupil's person shall be conducted only with the express authority of the Principal.

Unless otherwise permitted by policy 09.436, no search of a pupil shall be conducted in the presence of other students. No strip searches of students shall be permitted. **09.436**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation shall **immediately** make an oral or written report, including but not limited to electronic submission to a local law enforcement agency, the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney.

After making that report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

Teachers, employed by the District, shall complete Board selected training on child abuse and neglect prevention, recognition and reporting within ninety (90) days of being hired, and then every two (2) years thereafter. **09.227**

Reporting telephone numbers:

Social Services	270-388-4818 or 877-597-2331
Police	911

Corporal Punishment

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

Use of Physical Restraint and Seclusion

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

Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

Required Reports

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

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

- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11**

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321**

- If you have been authorized to use such measures, notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**

- Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and the local law enforcement agency or the Kentucky State Police **03.13251/09.423**

- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

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

- Immediately report to Principal after sustaining a work-related injury or accident and also report potential safety or security hazards to the Principal. **03.14/ 05.4**

- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/09.42811**

- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/09.428111**

- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**

- Report to the Principal any student who is missing during or after a fire/tornado/severe weather/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1/05.47 AP.1**

- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**

- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**

- Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

  Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act that has occurred on school property or at a school-sponsored function involving assault resulting in serious injury, a sexual offense, kidnapping, assault with the use of a weapon, possession of a firearm or deadly weapon in violation of the law, the use, possession, or sale of a controlled substance in violation of the law, or damage to property. **09.2211/09.425**

- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

  The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

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

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make an oral or written report, including but limited to electronic submission, to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney**,** and then make a report to the Principal. (See **Child Abuse** section.) **09.227**

- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy **09.42811**.

  In certain cases, employees must do the following:

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

  2. Investigate and complete documentation as required by policy **09.42811** covering federally protected areas. **09.422**

- Report to the Principal any threats you receive (oral, written or electronic)**. 09.425**

Code of Ethics

The District requires that certified staff, including substitute teachers, adhere to the following Code of Ethics (SOURCE: 16 KAR 1:020):

Section 1. Certified personnel in the Commonwealth:

(1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;

(2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;

(3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

(a) To students:

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;

2. Shall respect the constitutional rights of all students;

3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;

4. Shall not use professional relationships or authority with students for personal advantage;

5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;

6. Shall not knowingly make false or malicious statements about students or colleagues;

7. Shall refrain from subjecting students to embarrassment or disparagement; and

8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;

2. Shall endeavor to understand community cultures and diverse home environments of students;

3. Shall not knowingly distort or misrepresent facts concerning educational issues;

4. Shall distinguish between personal views and the views of the employing educational agency;

5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;

6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and

7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;

2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;

4. Shall not use coercive means or give special treatment in order to influence professional decisions;

5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and

6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

Appendix

Substitute Information Update Form

TO: Human Resources
Substitute List Managers

NAME OF SUBSTITUTE: _____

☐ I hereby request to be removed from the list of approved substitute teachers.

☐ I wish to remain on the list of approved substitute teachers for the upcoming school year.

PREFERENCES:

☐ All schools ☐ These schools only: _____

_____

☐ All grades ☐ These grades only: _____

_____

SECONDARY LEVEL:

_____

☐ All subjects ☐ These subjects only: _____

☐ The following is new information:

Name: _____

Mailing Address: _____

Telephone #: _____ Emergency Contact#: _____

Email Address: _____

New certification (further documentation will be required): _____

_____ _____

Signature *Date*

Return this signed form to the Central Office to be added to your personnel file.

Professional Substitute Checklist

ARRIVAL	BEFORE CLASS
☐ Report to Principal/school office.	☐ Write your name on the board.
☐ Ask about IEP/504 plans and extra duties assigned to the regular teacher.	☐ Scan lesson plans and locate materials to be used.
☐ Obtain keys, daily schedule, lesson plans and teacher's grade book.	☐ Locate and review building evacuation directions.
☐ Ask how to report tardy or absent students and how to refer a student to the office.	☐ Check for posted fire drill, bomb threat, lock-down, tornado and other safety related instructions.
☐ Check the teacher's mailbox.	☐ Review class rules as posted or listed in the teacher's lesson plans.
☐ Locate teachers' restrooms and work room/lounge.	☐ When the bell rings, stand in the doorway and greet students as they enter.
☐ Introduce yourself to teachers adjacent to your classroom.	☐ Use the seating chart, if provided, to take attendance.

THE REST OF YOUR DAY	DEPARTURE
☐ Greet students at the door and involve them in a learning activity right away.	☐ Instruct students to straighten and clean their work areas.
☐ Review the schedule and routine with the class.	☐ Remind students of homework.
☐ Carry out the lesson plans and assigned duties to the best of your abilities.	☐ Complete any forms the teacher/Principal directed you to prepare.
☐ Improvise if needed by extending practice, elaborating on activities, or supplementing lesson plans.	☐ Leave the teacher a note of what was or was not accomplished; attach any documents received that day.
☐ Use planning time to grade work and prepare for the remainder of the day or the next, if you will be returning.	☐ Organize and label work turned in by students.
☐ Check the teacher's mailbox during the day.	☐ Close windows, turn off equipment and lights, and leave the room in good order before you lock the door, if directed to do so.
☐ Be fair, flexible and consistent in dealing with students.	☐ Turn in keys, grade book, and any money collected to the office, listing who turned in the money and for what purpose.
☐ Be positive and respectful in your interactions with students and staff.	☐ Confirm if you will be needed again the next day.

Acknowledgement Form

2024-2025 School Year

I, _____, have received a copy of the Substitute
Employee Name

Teacher Handbook issued by the District understand and agree that I am to review this handbook in detail, consult District and school policies and procedures, and direct any questions concerning the contents of this material with my Principal/supervisor if I have any questions.

I understand and agree:

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

I understand that as an employee of the District I am required to review and follow the information set forth in this Employee Handbook and I agree to do so.

_____
Employee Name (please print)

_____ _____
Signature of Employee *Date*

Return this signed form to the Central Office.