

SUBSTITUTE TEACHER HANDBOOK



CHRISTIAN COUNTY
— PUBLIC SCHOOLS —
A **C**ommunity **C**ommitted to **P**henomenal **S**chools

Published: July 2022

Substitute Teacher Handbook

Christian County Schools

Christopher Bentzel, Superintendent
Christian County Board of Education
200 Glass Avenue
P.O. Box 609
Hopkinsville, KY 42241
Phone 270.887.7000
www.christian.kyschools.us

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.

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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 Christian County Board of Education's vision is to transform the educational environment to meet the ongoing demands of the 21st Century learning so that all students are engaged in a high quality, equitable education and are prepared for community and global responsibilities. Our mission is to create an educational culture of continuous growth through shared partnerships and responsibilities

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

CHRISTIAN COUNTY COMMUNITY				Updated: 6-15-22
Christian County Board of Education				
SUPERINTENDENT Chris Bentzel				
Secretary to the Superintendent Karen Edwards 77001				
PRINCIPALS		SCHOOL BOARD ATTORNEY Jack Lackey		
ELEMENTARY SCHOOLS		ASSISTANT SUPERINTENDENT (INSTRUCTION/ELEMENTARY) Jessica Addison 77024	ASSISTANT SUPERINTENDENT (OPERATIONS/SECONDARY) Josh Hunt 77651	SECONDARY SCHOOLS
Crofton Elementary School Chris Guier		Administrative Secretary Marie Hughes 77016	Administrative Secretary Marie Hughes 77016	Christian County Middle School Kristen Lindsey
Freedom Elementary School Leslie Lancaster		Instructional Supervisors Lori Dexter 77040 Dr. Kadi Ralston 77020 Michelle Walden 77032	Director of Finance Jessica Darnell 77006	Director of Alternative Programs Kim Stevenson 77203
Indian Hills Elementary School Sara Sweeney Johnson		Administrative Secretary Gina Montgomery 77538	Account Clerk III Priscilla Kirby 77592	Administrative Secretary I Sarah West
MLK, Jr. Elementary School Carrie Cagles		School Improvement Administrator LeighAnn Stewart	Payroll Acct Clerk III Summer Hamby 77692	Day Treatment Chris Gilkey 80953
Millbrooke Elementary School Renikka Owen		District Assessment Coordinator Zachary Hibbs 77534	Account Clerk I Lori West	Bluegrass Learning Academy Kim Stevenson - Interim 55951
Pembroke Elementary School Dana Gary		Student Transition Coordinator Sandra Hancock 77033	Central Receiving Jodi Beams 77019	Cumberland Hall Chris Gilkey 80953
Sinking Fork Elementary Lacey Ramirez		Instructional Coaches Heather Armentrout 77403 Jettie Payne 77403 Melinda Schmitt 77404	Director of Communications Johnna Brown 77680	Virtual Learning Academy Anelle Wesley 77034
South Christian Elementary Dr. Cherise Williams		School Readiness Coordinator Kaitlyne Bolinger 72402	District Health Director Megan Kidd - 77586	Transition Coach Megan Hickman
		Gifted and Talented Program Shannon Slate	School Nurses	District Diversity Administrator Mancell Elam
		Director of Special Education/Preschool Michelle Ladd 77535	Director of Pupil Personnel/ District FRYSC Contact/ District SBDM Contact Melanie Barrett 77532	District Mental Health Provider Cassie Dougherty
		Administrative Secretary Derrisha Jones 77004	Administrative Secretary/ McKinney-Vento Homeless Liaison Mary Saupé 77025	Social Workers - 77512 Brandy Westerfield Brooke Burkhead Stacy Jones
		Project Clerk Cindy Hardison	Project Clerk Khristen Knight 77005	Director of Food Service Penny Holt 77009
		Asst. Director of Special Ed Tammie Buckingham 77530	Home Hospital Angela Brown 77018	Coordinator Rosa Robinson 77581
		Academic and Compliance Coach Corey Love Batey 77501	Attendance Specialist Kim Bangart 77035	Food Service Staff
		Special Education Consultants Paula Snorton Janet Godsey 80204 Deena Oliver	District Childcare Contact Melanie Barrett 77532	Director of Transportation Mike Brumley 77109
		Intervention Consultant Bonnie Mimms 79204	Childcare Directors	Dispatch Teresa Poole 77099
		OTs/PtS/Psychologists	System Support Karen Crick 77502	Bus Driver Trainer Supervisor Leisa Schuster 77638
		Preschool Resource Teachers	Receptionist Katrina Wright 77503	Fleet Manager Ken Whiteside 77637
		Vacant 80205	Teacher Recruiter Beverly Fort	Payroll/Billing Cindy Krans 77634
		Preschool Coordinator Akeisha Peek 77536	High School Consolidation Coordinator Kevin Crider- 77024	Routing Demetrias Green 77630
		Director of Federal Programs Tracey Leath 77008	Director of Personnel Anita Hopson - 77564	Field Trips Sandy Joiner 77636
		Administrative Secretary Crystal Szczapinski 77015	Administrative Secretaries Kathy Waldrop 77565 Andrea Walker 77560 Roxanne Smith 77002	Leisa Schuster 77632
		Account Clerk II Brandi Williams 77691	Insurance Acct. Clerk III Kathy Collard 77504	Bus Drivers
		Migrant Education Swayne Hill	Teacher Recruiter Beverly Fort	Bus Monitors
		EL Program Gayle Holder Vicky Barnes Mary Calhoun Tina Mullins	High School Consolidation Coordinator Kevin Crider- 77024	Mechanics
		Administrative Secretary Felicia Chapman 77012	Facilities Director Trevor Herndon 77091	Payroll
		Instructional Technology Chris Tyson 77012 Chris Nahlik 77519 Shea Walker 77511	Administrative Secretary Carla Dodson 77090	Facilities Director Trevor Herndon 77091
		Technology Support Manager Todd Deason 77611 Norris Adams 77515 Rebecca Martin 77518 Brad Stephenson 77513	Maintenance Supervisor Mark Wade 77603	Administrative Secretary Carla Dodson 77090
		Computer Maintenance Tech. Cody Defendall	Maintenance Staff	Maintenance Supervisor Mark Wade 77603
			Custodial/Grounds - Supervisor Kenny Campbell 77604	Energy Manager Brad Stephenson 77513
			District Athletic Director Kerry Stovall 77511	

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 Coordinator Anita Hopson Melanie Barrett Kerry Stovall 200 Glass Ave.	270-887-7000 anita.hopson@christian.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	Fax
Bluegrass Academy	Principal Kim Stevenson 200 Glass Avenue	270-887-1477 kim.stevenson@christian.kyschools.us	270-889-6561
Christian County Day Treatment Center	Principal Chris Gilkey 210 Glass Avenue	270-887-7390 chris.gilkey@christian.kyschools.us	270-889-6561
Christian County High School	Principal Matthew Boehman 220 Glass Avenue	270-887-7050 matthew.boehman@christian.kyschools.us	270-887-1294
Christian County Middle School	Principal Kristen Lindsey 210 Glass Avenue	270-887-7070 kristen.lindsey@christian.kyschools.us	270-887-1189
Crofton Elementary School	Principal Chris Guier 12145 S. Madisonville Rd.	270-887-7190 chris.guier@christian.kyschools.us	270-424-9192
Cumberland Hall	Principal Chris Gilkey 210 Glass Ave.	270-889-2177 chris.gilkey@christian.kyschools.us	270-889-2191
Freedom Elementary School	Principal Leslie Lancaster 831 North Drive	270-887-7150 leslie.lancaster@christian.kyschools.us	270-887-1287
Gateway Academy to Innovation and Technology	Principal Penny Knight 705 N. Elm Street	270-887-7030 penny.knight@christian.kyschools.us	270-887-1242

School	Person/Address	Telephone/E-mail	Fax
Hopkinsville High School	Principal Cindy Campbell 430 Koffman Drive	270-887-7110 cindy.campbell@christian.kyschools.us	270-887-1118
Hopkinsville Middle School	Principal Nicole Poindexter 434 Koffman Drive	270-887-7130 nicole.poindexter@christian.kyschools.us	270-887-1234
Indian Hills Elementary School	Principal Sara Sweeney 313 Blane Drive	270-887-7230 sara.sweeney@christian.kyschools.us	270-887-1199
Martin Luther King, Jr. Elementary School	Principal Carrie Caples 14405 Martin Luther King, Jr. Way	270-887-7310 carrie.caples@christian.kyschools.us	270-890-6014
Millbrooke Elementary School	Principal Renikka Owen 415 Millbrooke Drive	270-887-7270 renikka.owen@christian.kyschools.us	270-887-1214
Pembroke Elementary School	Principal Dana Gary 1600 Pembroke-Oak Grove Road	270-887-7290 dana.gary@christian.kyschools.us	270-475-9897
Sinking Fork Elementary School	Principal Lacey Ramirez 5005 Princeton Road	270-887-7330 lacey.ramirez@christian.kyschools.us	270-887-1217
South Christian Elementary School	Principal Cherise Williams 12340 Herndon-Oak Grove Road	270-887-7350 cherise.williams@christian.kyschools.us	270-271-9276
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.

TERMS OF EMPLOYMENT

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: 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**

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

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.

TERMS OF EMPLOYMENT

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.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/03.262/09.422/09.42811**

Bullying

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

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. **09.422**

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.

TERMS OF EMPLOYMENT

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).

Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer. **03.1211**

TERMS OF EMPLOYMENT

Payroll Reporting Schedule

CHRISTIAN COUNTY PUBLIC SCHOOLS

**CHRISTIAN COUNTY PUBLIC SCHOOLS
SUBSTITUTE PAYROLL REPORTING SCHEDULE
2022-2023**



PAYROLL PERIOD FROM - THROUGH	DUE TO PAYROLL	PAY DAY
-- July 1 – July 15	-- July 18	July 15 July 29
July 18 – July 29 August 1 – August 19	August 1 August 22	August 15 August 31
August 22 – September 2 September 5 – September 16	September 6 September 19	September 15 September 30
September 19 – September 30 October 3 – October 14	October 3 October 17	October 14 October 31
October 17 – October 28 October 31 – November 11	October 31 November 14	November 15 November 30
November 14 – November 25 November 28 – December 9	November 28 December 12	December 15 December 30
December 12 – December 23 December 26 – January 13	December 26 January 16	January 13 January 31
January 16 – January 27 January 30 – February 10	January 30 February 13	February 15 February 28
February 13 – February 24 February 27 – March 10	February 27 March 13	March 15 March 31
March 13 – March 24 March 27 – April 14	March 27 April 17	April 14 April 28
April 17 – April 28 May 1 – May 12	May 1 May 15	May 15 May 31
May 15 – May 26 May 29 – June 9 June 12 – June 30	May 29 June 12 June 19 (Project through 06/30)	June 15 June 28 (June 30 PR) June 29 (July 15 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 2022-2023															
July 2022					NINE WEEKS					January 2023					
Mon	Tues	Wed	Thurs	Fri	1st	August 10-October 7				Mon	Tues	Wed	Thurs	Fri	
				1	2nd	October 17-December 20				2	3	4	5	6	
4	5	6	7	8	3rd	January 4-March 10				9	10	11	12	13	
11	12	13	14	15	4th	March 13-May 25				16	17	18	19	20	
18	19	20	21	22						23	24	25	26	27	
25	26	27	28	29						30	31				
August 2022					REPORT CARD					February 2023					
Mon	Tues	Wed	Thurs	Fri	October 26, 2022					Mon	Tues	Wed	Thurs	Fri	
1	2	3	4	5	January 13, 2023							1	2	3	
CD	9	10	11	12	March 22, 2023					6	7	8	9	10	
15	16	17	18	19	May 26, 2023					13	14	15	16	17	
22	23	24	25	26	BREAKS					20	21	22	23	24	
29	30	31			October 10-14, 2022					27	28				
September 2022					Dec 21-30, 2022, January 2-3, 2023					March 2023					
Mon	Tues	Wed	Thurs	Fri	April 4-7, 2023					Mon	Tues	Wed	Thurs	Fri	
			1	2	OPEN/CLOSE							1	2	3	
5	6	7	8	9	August 9, 2022					6	ACT	8	9	10	
12	13	14	15	16	May 26, 2023					13	14	15	16	CD	
19	20	21	22	23	HOLIDAYS					20	21	22	23	24	
26	27	28	29	30	September 5, 2022					27	28	29	30	31	
October 2022					November 24, 2022					April 2023					
Mon	Tues	Wed	Thurs	Fri	January 16, 2023					Mon	Tues	Wed	Thurs	Fri	
3	4	5	6	7	February 20, 2023					3	4	5	6	7	
10	11	12	13	14	FLEX PD					10	11	12	13	14	
17	18	19	20	21	November 23, 2022					17	18	19	20	21	
24	25	26	27	28	February 17, 2023					24	25	26	27	28	
31					March 31, 2023										
November 2022					April 3, 2023					May 2023					
Mon	Tues	Wed	Thurs	Fri	First/Last Day for Students					Mon	Tues	Wed	Thurs	Fri	
7	8	9	10	11	First Day Preschool					1	2	3	4	5	
14	15	16	17	18	First/Last Day of 9 Weeks					8	9	10	11	12	
21	22	23	24	25	K-PREP (Testing Window)					15	16	17	18	19	
28	29	30			Report Card Dates					22	23	24	25	26	
December 2022					ACT All 11th Graders					29	30	31			
Mon	Tues	Wed	Thurs	Fri	C Closing Day					June 2023					
			1	2	G Planning Day					Mon	Tues	Wed	Thurs	Fri	
5	6	7	8	9	H Holiday								1	2	
12	13	14	15	16	K No School					5	6	7	8	9	
19	20	21	22	23	O Opening Day					12	13	14	15	16	
26	27	28	29	30	P Professional Day					19	20	21	22	23	
16-Dec-21					U Make-up Days					26	27	28	29	30	
81					CD Contract Days (Staff Only)					90					
16-Dec-21					November 8, May 16 Election Dates					90					

GENERAL INFORMATION

Christian County Public Schools 2021-2022

August, 2021

August 10 Opening Day
August 11 First Day for Students
August 23 First Day of Preschool

September, 2021

September 5 Labor Day

October, 2021

October 4-6 Fall Break
October 11 Last Day of 1st 9 weeks
October 11 First of 2nd 9 weeks
October 20 1st 9 weeks report card

November, 2021

November 1 Planning Day
November 11 Veterans Day
November 24 Professional Day
November 25 Thanksgiving Day
November 26 No School

December, 2021

December 17 Last Day of 2nd 9 weeks
December 20-24 Christmas Break
December 27-31 Christmas Break

January, 2022

January 3 First Day of 3rd 9 weeks
January 12 2nd 9 weeks report card
January 17 Martin Luther King Day

February, 2022

February 18 Professional Day
February 21 President's Day
February 22 Planning Day

March, 2022

March 8 ACT Date
March 11 Last Day of 3rd 9 weeks
March 14 First Day of 4th 9 weeks
March 23 3rd 9 weeks report card

April, 2022

April 1 Professional Day
April 4-8 Spring Break
April 15 Professional Day

May, 2022

May 5-6 KPREP (Testing Window)
May 9-13 KPREP (Testing Window)
May 16 KPREP (Testing Window)
May 17 Election Day
May 18-20 KPREP (Testing Window)
May 23-25 KPREP (Testing Window)
May 26 Closing Day 4th 9 weeks report card
May 27 Make-up Day
May 31 Make-up Day

June, 2022

June 1-3 Make-up Days
June 6-9 Make-up Days

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.

GENERAL INFORMATION

- 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**

GENERAL INFORMATION

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.

GENERAL INFORMATION

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**

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. **03.1324/03.2324**

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

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);

EMPLOYEE CONDUCT

- 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**

EMPLOYEE CONDUCT

Employees who know or believe that the District's alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or 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 existing emergency. **03.14/05.4**

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. **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.

EMPLOYEE CONDUCT

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**

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, a victim of human trafficking, or is a victim of female genital mutilation shall **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent.

Teachers shall complete Board selected training on child abuse and neglect prevention, recognition and reporting by January 31, 2017 and every two (2) years thereafter. Teachers hired after January 31, 2017 shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter. **09.227**

EMPLOYEE CONDUCT

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**

EMPLOYEE CONDUCT

- 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**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **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. **03.1621/03.2621/09.428111**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the 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**
- 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**

EMPLOYEE CONDUCT

- 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**
- 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, a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities). (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.

EMPLOYEE CONDUCT

(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

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

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

Acknowledgement Form

2022-2023 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.