

# SUBSTITUTE TEACHER HANDBOOK

LIVINGSTON COUNTY  
PUBLIC SCHOOLS



Published: July, 2017

# Substitute Teacher Handbook

LivingstonCountySchools

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Victor Zimmerman, Superintendent  
Livingston County Board of Education  
127 E. Adair St.  
P.O. Box 219  
Smithland, KY42081  
Phone (270) 928-2111 • Fax (270) 928-2112  
[www.livingston.kyschools.us](http://www.livingston.kyschools.us)

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability 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 Livingston 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 Livingston 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.

Complete copies of those documents are available at the Central 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/109>

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

VISION: In Livingston County Schools, our vision is to provide a culture of rigorous, engaging, and differentiated learning for every student, every day.

MISSION: In Livingston County Schools, our mission is to Live RED--Reaching Excellence Daily.

## 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.

## Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Superintendent Victor Zimmerman 127 E. Adair St. Smithland, KY 42081	(270) 928-2111 <a href="mailto:victor.zimmerman@livingston.kyschools.us">victor.zimmerman@livingston.kyschools.us</a>	(270) 928-2112
Director of Pupil Personnel/ Title IX/Equity Coordinator/ ESS Amy Ramage 127 E. Adair St. Smithland, KY 42081	(270) 928-2111 <a href="mailto:amy.ramage@livingston.kyschools.us">amy.ramage@livingston.kyschools.us</a>	(270) 928-2112
Finance Officer/Title I Director Melvin Houk 127 E. Adair St. Smithland, KY 42081	(270) 928-2111 <a href="mailto:melvin.houk@livingston.kyschools.us">melvin.houk@livingston.kyschools.us</a>	(270) 928-2112
Personnel/Benefits Coordinator Mitzi Joiner Ashley Rupcke 127 E. Adair St. Smithland, KY 42081	(270) 928-2111 <a href="mailto:mitzi.joiner@livingston.kyschools.us">mitzi.joiner@livingston.kyschools.us</a> <a href="mailto:ashley.rupcke@livingston.kyschools.us">ashley.rupcke@livingston.kyschools.us</a>	(270) 928-2112
Food Service Director Mary Dunning 1370 US 60 E. Burna, KY 42028	(270) 988-4702 <a href="mailto:mary.dunning@livingston.kyschools.us">mary.dunning@livingston.kyschools.us</a>	(270) 988-2518

<b>Person/Address</b>	<b>Telephone/E-mail</b>	<b>Fax</b>
Transportation Director Sue Campbell 139 W Adair Street Smithland, KY 42081	(270) 928-4445 <a href="mailto:sue.campbell@livingston.kyschools.us">sue.campbell@livingston.kyschools.us</a>	(270) 928-3297
Special Education Director/504 Coordinator Pam Garrett 127 E. Adair St. Smithland, KY 42081	(270) 928-2111 <a href="mailto:pam.garrett@livingston.kyschools.us">pam.garrett@livingston.kyschools.us</a>	(270) 928-2112
Preschool Supervisor Tammy Sayle 127 E. Adair St. Smithland, KY 42081	(270) 988-4000 <a href="mailto:tammy.sayle@livingston.kyschools.us">tammy.sayle@livingston.kyschools.us</a>	(270) 988-4779
District Assessment Coordinator Leigh Choat 750 US 60 W. Smithland, KY 42081	(270) 928-2065 <a href="mailto:leigh.choat@livingston.kyschools.us">leigh.choat@livingston.kyschools.us</a>	(270) 928-2066
District Technology Coordinator BJ Rushing-Fern 750 US 60 W Smithland, KY 42081	(270) 928-2659 <a href="mailto:bj.rushingfern@livingston.kyschools.us">bj.rushingfern@livingston.kyschools.us</a>	(270) 928-2454
Principal Scott Gray Livingston Central High School 750 US 60 W. Smithland, KY 42081	(270) 928-2065 <a href="mailto:scott.gray@livingston.kyschools.us">scott.gray@livingston.kyschools.us</a>	(270) 928-2066
Principal Bobby Love Livingston County Middle School 1370 US 60 E. Burna, KY 42028	(270) 988-3263 <a href="mailto:bobby.love@livingston.kyschools.us">bobby.love@livingston.kyschools.us</a>	(270) 988-2518
Principal Sheri Henson North Livingston County Elementary School 1370 US 60 E. Burna, KY 42028	(270) 988-4000 <a href="mailto:sheri.henson@livingston.kyschools.us">sheri.henson@livingston.kyschools.us</a>	(270) 988-4779
Principal Rebecca Dunning South Livingston County Elementary School 850 Cutoff Rd. Smithland, KY 42081	(270) 928-3500 <a href="mailto:rebecca.dunning@livingston.kyschools.us">rebecca.dunning@livingston.kyschools.us</a>	(270) 928-3530

**Section**

**1**

**Terms of Employment**

**Equal Opportunity Employment**

Our school system is an Equal Opportunity Employer. The District does not discriminate on the basis of age, genetic information, color, disability, race, national origin, religion, sex, or genetic information, as required by law.

Reasonable accommodations for individuals with disabilities will be made as required by law.

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

**Harassment/Discrimination**

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**



## TERMS OF EMPLOYMENT

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

<u>Amy Ramage</u>	<u>270-928-2111</u>
<i>Title IX Coordinator Name</i>	<i>Telephone</i>
<u>Pam Garrett</u>	<u>270-928-2111</u>
<i>Section 504 Coordinator Name</i>	<i>Telephone</i>

01.1

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](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

07.1

### Selection and Employment of Substitute Teachers

The following are needed in order to complete an application for employment:

1. Copy of Kentucky teaching certificate. If you are not eligible for a Kentucky teaching certificate, you can apply for an Emergency Substitute Teaching certificate on-line. Minimum qualifications are 64-semester hours with a 2.5 average on a 4.0 scale. Emergency Substitute Teaching certificates from Livingston County School District may not transfer to other districts. Emergency Substitute Teaching Certificates must be renewed on an annual basis.
2. Completed official transcript showing degree(s) or total number of hours completed.
3. Preference sheet. This sheet is for the applicant to list the days available, grade level, and/or school(s) preferred.
4. All substitute teachers hired by the District must undergo both a state and federal criminal history background check. **03.4**
5. Proof of employment eligibility in the U.S. The district is required to make a copy of the applicant's driver's license and social security card.
6. 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.

## **TERMS OF EMPLOYMENT**

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

7. A thorough knowledge of the substitute teacher handbook is required.

### **Criminal Background Checks**

All substitute teachers hired by the District must undergo both a state and a federal criminal history background check. **03.4**

### **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**

Staff should actively monitor all areas, but especially the playground, restrooms, hallway and cafeteria

## TERMS OF EMPLOYMENT

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.

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**

## **TERMS OF EMPLOYMENT**

### **Reasonable Assurance**

Substitute teachers on the District's substitute list shall be notified in writing 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**

Substitutes may participate in direct deposit but are not required to do so. 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.

Inform the Personnel Coordinator if you change your address or telephone number. You should also contact the Personnel Coordinator if you would like to be removed from the substitute list.

### **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**

**Section**  
**2**

**General Information**

**2017 - 2018 School Calendar**

**2017-2018 School Calendar**  
**Livingston County Schools**

127 East Adair Street/P.O. Box 219  
270-928-2111 (Fax) 270-928-2112  
Smithland, KY 42081

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Aug 3 Planning Day (G) - No classes
- Aug 4 Planning Day (G) - No Classes
- Aug 7 Required Planning Day for All Staff
- Aug 8 Opening Day for Staff - No Classes
- Aug 9 First Day of Classes for Students
- Aug 21 Planning Day (G) - No Classes
- Sep 4 Labor Day Holiday-No Classes
- Oct 9-13 Fall Break - No Classes
- Nov 20-24 Thanksgiving Break-No Classes
- Dec 18-Jan 1 Christmas Break-No Classes
- Jan 2 Required Planning Day for All Staff
- Jan 3 Students 1st Day of Second Semester
- Jan 15 MLK Jr. Holiday - No Classes
- Feb 19 Flexible PD Day - No Classes
- March 16 Flexible PD Day - No Classes
- April 2-6 Spring Break No Classes
- May 17 Last Day of Classes for Students
- May 18 Closing Day for Staff - No Classes
- May 21 Flexible PD Day

**TEST DATES**  
State Assessment Window-Last 14 Days of Calendar  
April 30th-May17th

**9 Weeks Grading Periods**  
Tentative Grading Period Ending Dates:  
1st Nine Weeks Friday, October 6th (41 days)  
2nd Nine Weeks Friday, December 15th (40 days)  
3rd Nine Weeks, Friday, March 2nd (41 days)  
4th Nine Weeks, Thursday, May 17th (48 days)

**Weather/Emergency Makeup Days**  
January 2nd May 18th  
February 19th May 21st-25th  
March 16th

As a last option, the board reserves the right to designate April 2nd, 3rd and 4th as make-up days. All other days will be added to the end of the calendar.

January 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**FYI**  
Instructional Days = 81 first semester  
89 second semester  
Total Instructional Days=170  
Total Instructional Hours for each School:  
NLES & SLES: 1082 Hours  
LCMS: 1119 Hours LCHS: 1105 Hours

**FYI**  
Parent teacher conferences will be scheduled by each individual school

**FYI**  
Calendar approved January 9, 2017 by the Livingston County Board of Education

- Holidays (4)
- Planning (no school for students) (5)
- Opening/Closing Day
- Professional Development (4)
- Non-School Day
- First & Last Day of School

## GENERAL INFORMATION

### 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.

When a substitute is needed, the employee will make the contact.

### 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.

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

A substitute may be assigned to supervise classes during planning periods.

### School Day

Plan on arriving early and check into the school office upon arrival.

Students	Substitute Teachers
Elementary 7:43a.m. - 2:50 p.m.	Elementary 7:30 a.m. until students leave the building.
Middle 7:52 a.m. - 2:50 p.m.	Middle 7:40 a.m. - 3:15 p.m.
High 7:50 a.m. - 2:50 p.m.	High 7:30 a.m. - 3:15 p.m.
If teachers have early or late duty, these scheduled times may be different. Please ask the person calling if they have any early or late duties the day you are scheduled to work.	

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

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**

**Other District Information**

- Attendance must be done for every period, according to state law;
- All grades must be entered in a timely manner, according to your Principal;
- Adults are not permitted to charge meals per Board Policy **07.1**;
- All employees must sign off on the Electronic Access/User Agreement Form **08.2323 AP.21**.
- School cancellations will be announced through our One Call Phone System and announced over our local TV stations;
- Returning to School following a weather related cancellation

When employees are returning to school following cancellations due to snow/ice, they should use the following entrances/exits on the first day back to work and until other areas have been cleared:

**Livingston Central HS**

- Front Door
- Door at Top of Commons
- Door by attendance office

**Livingston Co. Middle School**

- Front Door
- Cardinal Room Door

**South Livingston Elementary**

- Front Door
- Door by Green Hallway

**North Livingston Elementary**

- Front Door
- Door by Teacher parking Lot

## **GENERAL INFORMATION**

The above entrances/exits at each of the schools will be the first priority to be cleared. Staff should use available staff parking areas nearest these entrances until secondary entrances have been cleared or have time to melt.

### **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.
- Take Attendance - It is the professional responsibility of teachers to ensure accurate student attendance is taken at the beginning of the day and at the beginning of each class in the middle and high school. Missing students should be reported to the office immediately. Do not assume that other students' explanations for a student's whereabouts are accurate. Be sure to leave detailed notes for the teacher.
- 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.



## GENERAL INFORMATION

- 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.
- Check the teacher's mailbox at least once during the day to see if there are any messages or notes to go home.
- 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. . (Close and lock windows; turn out lights; leave room as it was found.)
- 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.

### 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).

## GENERAL INFORMATION

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 book 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 book 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.

## GENERAL INFORMATION

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**

**Section**

**3**

**Employee Conduct**

**Gifts**

Any gifts or donations valued at more than \$500 presented to a school employee for the school's use must have the prior approval of the Superintendent/designee. After approval and acceptance, gifts become the property of the Board of Education. **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.

**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;

## EMPLOYEE CONDUCT

- 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.

When an administrator has reasonable suspicion that an employee's work performance or on-the-job behavior may have been affected by alcohol or illegal drug use, the employee shall be required to submit a breath and/or urine sample for drug and/or alcohol screening at District expense. Refusal to submit to such a test at the time the employee is asked to do so by an authorized administrator will be grounds for dismissal.

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. All employees must comply with Board policies.

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.

**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**

### **Tobacco Products**

The use of tobacco products is prohibited in any Board vehicle or in any Board-owned or operated building where children meet on a routine or regular basis. Adult employees may use tobacco products in outside areas designated and supervised by the Superintendent or Principal. **03.1327**

### **Weapons**

Except where expressly and specifically permitted by Kentucky Revised Statutes, the carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for 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 possible 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 24-48 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.

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.

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.

## **EMPLOYEE CONDUCT**

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

### **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.

All substitute teachers shall sign the Livingston County Acceptable Use Agreement Form.

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. When in doubt, the Principal shall confer with the Superintendent **8.1353**



## **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, 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**

Reporting telephone numbers:

Social Services	270-928-2158
Local Police	270-928-2122
State Police	270-856-3721
County Attorney	270-928-2880

## **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:

- Employment attendance sheets must be signed by the employee's direct supervisor and are due the 20th of each month.
- 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**
- 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**
- 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**

## EMPLOYEE CONDUCT

- 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**
- 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**
- 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, or a victim of human trafficking, 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**

## EMPLOYEE CONDUCT

- 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;

## EMPLOYEE CONDUCT

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;

## **EMPLOYEE CONDUCT**

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

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### ARRIVAL

- Report to Principal/school office.
- Ask about IEP/504 plans and extra duties assigned to the regular teacher.
- Obtain keys, daily schedule, lesson plans and teacher's grade book.
- Ask how to report tardy or absent students and how to refer a student to the office.
- Check the teacher's mailbox.
- Locate teachers' restrooms and work room/lounge.
- Introduce yourself to teachers adjacent to your classroom.

### BEFORE CLASS

- Write your name on the board.
- Scan lesson plans and locate materials to be used.
- Locate and review building evacuation directions.
- Check for posted fire drill, bomb threat, lock-down, tornado and other safety related instructions.
- Review class rules as posted or listed in the teacher's lesson plans.
- When the bell rings, stand in the doorway and greet students as they enter.
- Use the seating chart, if provided, to take attendance.

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### THE REST OF YOUR DAY

- Greet students at the door and involve them in a learning activity right away.
- Review the schedule and routine with the class.
- Carry out the lesson plans and assigned duties to the best of your abilities.
- Improvise if needed by extending practice, elaborating on activities, or supplementing lesson plans.
- Use planning time to grade work and prepare for the remainder of the day or the next, if you will be returning.
- Check the teacher's mailbox during the day.
- Be fair, flexible and consistent in dealing with students.
- Be positive and respectful in your interactions with students and staff.

### DEPARTURE

- Instruct students to straighten and clean their work areas.
- Remind students of homework.
- Complete any forms the teacher/Principal directed you to prepare.
- Leave the teacher a note of what was or was not accomplished; attach any documents received that day.
- Organize and label work turned in by students.
- Close windows, turn off equipment and lights, and leave the room in good order before you lock the door, if directed to do so.
- Turn in keys, grade book, and any money collected to the office, listing who turned in the money and for what purpose.
- Confirm if you will be needed again the next day.



# Acknowledgement Form

2017-2018 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.