



# NEWPORT INDEPENDENT SCHOOLS

*A Great Tradition. A Great Future.*

## Substitute Teacher Handbook

Mr. Kelley E. Middleton, Superintendent  
Newport Independent Board of Education  
30 West Eighth Street  
Newport, Kentucky 41071

Phone: 859-292-3001

Fax: 859-292-3073

[www.newportwildcats.org](http://www.newportwildcats.org)

*The Newport Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in employment, educational programs or activities.*

# INTRODUCTION

## Welcome

Thank you for filling the important role of substitute teacher in the Newport Independent 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 Newport Independent 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 and 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 polices 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 Welcome Center. Policies and procedures are also available online via the District's web site or through this Internet address:

<http://policy.ksba.org/Chapter.aspx?distid=96>

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

School council policies (SBDM), 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 MISSION AND VISION

## **Mission Statement**

“Preparing Students for the Future!”

## **Vision**

“EVERY child will be proficient and prepared for life, work, and citizenship in the 21<sup>st</sup> Century.”

## **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, has the sole discretion, to modify or change any portion of this handbook at any time.

## **Welcome Center Personnel**

Superintendent, Kelly E. Middleton <a href="mailto:kelly.middleton@newport.kyschools.us">kelly.middleton@newport.kyschools.us</a>	292-3004
Chief Academic Officer, Amy Gilkison <a href="mailto:amy.gilkison@newport.kyschools.us">amy.gilkison@newport.kyschools.us</a>	292-3092
Human Resources, Kim Klosterman <a href="mailto:kim.klosterman@newport.kyschools.us">kim.klosterman@newport.kyschools.us</a>	292-3004
Payroll, Mary Crank <a href="mailto:kimberly.snapp@newport.kyschools.us">kimberly.snapp@newport.kyschools.us</a>	292-3034

---

## **School Administrators**

<b>Newport Primary School (K-2)</b> 1102 York Street, Newport Principal, Joshua Snapp <a href="mailto:joshua.snapp@newport.kyschools.us">joshua.snapp@newport.kyschools.us</a>	292-3011
<b>Newport Intermediate School (3-6)</b> Principal, Brian Courtney 95 W. 9 <sup>th</sup> Street, Newport <a href="mailto:brian.courtney@newport.kyschools.us">brian.courtney@newport.kyschools.us</a>	292-3021
<b>Newport High School (7-12)</b> Principal, Kyle Niederman 900 East 6 <sup>th</sup> Street, Newport <a href="mailto:kyle.niederman@newport.kyschools.us">kyle.niederman@newport.kyschools.us</a>	292-3023

# Terms of Employment

## **Equal Opportunity Employment**

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age or disabling condition.

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

If you have questions concerning the District compliance with state and federal equal opportunity employment laws, contact the Service Center. **03.113**

## **Harassment/Discrimination**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent.

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conducts that violates this policy. **03.162**

## **Criminal Background Checks**

All substitute teachers shall meet criminal records check and medical examination requirements as specified in policies 03.11 and 03.111. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board. 03.4

## **Medical Examinations**

All newly employed certified personnel, including substitute teachers, shall present documentation in the form of a medical examination performed by a designated licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse or by a licensed medical practitioner of the employee's choice.

Through appropriate personnel documents, such as handbooks and/or job applications, employees shall be notified as to who will pay for medical examinations required for initial employment. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted.

Each medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. Individuals identified by that assessment as being high risk for TB shall be required to undergo a tuberculin skin test as required by [702 KAR 001:160](#). A person who tests positive for TB shall be required to comply with the directives of the local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the tuberculosis infection.

Unless otherwise provided in Board policy, the cost of the medical examination must be borne by the employee. **03.111**

## **Restraint and Seclusion Training**

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

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

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but no later than the end of the school day on which it occurs. **09.2212**

## **Performance of Duties**

All employees are expected to use sound judgment in the performance of their duties and to take reasonable measures to protect the health, safety, and well-being of others, as well as District property.

All employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. Failure to comply may be considered insubordination. **03.133**

## **Supervision of Students**

Students will be under the supervision of a qualified adult.

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.

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. Persons designated to accompany students shall be at least twenty-one (21) years old. The Superintendent/designee may present for Board approval a list of job classifications of staff members who may be authorized to accompany students on school-sponsored or school-endorsed trips. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including the following District policy in 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**

### **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

### **Reasonable Assurance**

Each year, substitute teachers on the District's substitute list shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year. **03.4**

### **Salaries**

Substitutes shall be paid on a per diem basis according to the salary schedule approved by the Board. The salary schedule may reflect adjustments for long-term/continuous assignment substitutes.

Any substitute who teaches for twenty (20) or more consecutive days for an individual teacher shall be paid on the regular teachers' salary schedule, based on the teacher's rank and zero (0) year's experience. The District allows a one (1) day interruption in the consecutive service period without affecting the employees' eligibility for the increased rate. **03.4**

Paychecks shall be issued according to a schedule approved by the Board of Education. All employees shall participate in direct deposit of payroll. **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 Payroll Clerk, 292-3034.

## Salary Deductions

**Mandatory payroll deductions** made by the Board include:

1. State and federal income taxes;
2. Occupational tax, when applicable;
3. The Teachers' Retirement System of the State of Kentucky;
4. Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
5. Medicare (FICA) - applicable to personnel newly hired after 3/31/86.

## General Information

### Aesop

All approved substitute teachers will be given an ID number and a PIN number and 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, Newport's automated SubFinder Software will make the contact.

*When you call Aesop –*

1. Dial 1-800-942-3767
2. Enter your **ID number** followed by the pound key (#)
3. Enter your **PIN number** followed by the pound key (#)

#### To Hear a List of Available Assignments, **Press 1**

Aesop will play you a list of up to five (5) available jobs.

- To accept the assignment, **Press 1**
- To hear the assignment again, **Press 2**
- To reject this assignment and not hear it again, **Press 3**
- To listen to the next assignment, **Press 4**
- To replay a bypassed assignment, **Press 5**
- To return to the Main Menu, **Press 6**

When you have successfully accepted an assignment Aesop will play back the confirmation number.

#### To Review or Cancel your Upcoming Assignments, **Press 2**

- To review your assignments for the next 7 days, **Press 3**
- To return to the previous menu, **Press☆**

Aesop will now read off all the details of the assignment.

- To hear this again, **Press 2**
- To cancel this assignment, **Press 3**
- To listen to the next assignment, **Press 4**
- To return to the Main Menu, **Press 6**

#### To Review or Cancel a Specific Assignment, **Press 3**

Aesop will ask you to enter the confirmation number.

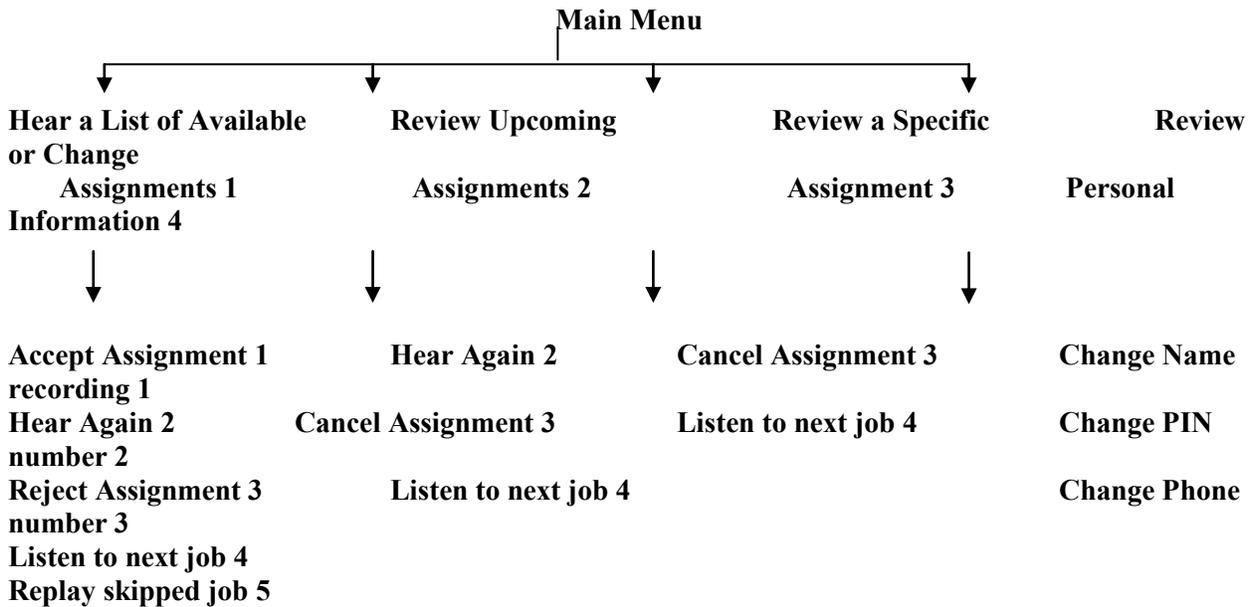
- To cancel this assignment, **Press 3**

- To listen to the next assignment, **Press 4**
- To return to the Main Menu, **Press 6**

**PLEASE NOTE: Some options may not be available to you.**

To Review or Change your Personal Information, **Press 4**

- To review or change your name recording, **Press 1**
- To change your PIN number, **Press 2**
- To change your phone number, **Press 3**



### SPECIAL THINGS TO NOTE

When Aesop calls you:

- The phone number that appears on Caller ID is: 1-800-942-3767
- Typically, Aesop will **not** leave a message on your home answering machine.
- Please say “hello” in order for Aesop to begin the phone call.
- If you are sick and wish not to work, Pres 2 – To Prevent Further Calls Today.
- If two or more substitutes have the same phone number it is to your advantage that you both voice-record your names. Aesop will then play the voice recording at the beginning of the phone call and you can enter the correct PIN number.

**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 observe the same hours of duty as the regular teacher. The substitute will continue to report for duty until relieved by the Superintendent's designee.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty. **03.4**

**School Day**

STUDENTS		SUBSTITUTE TEACHERS	
Newport Primary	8:05 – 3:05	Newport Primary	7:45 – 3:25
Newport Intermediate	7:55 – 2:55	Newport Intermediate	7:35 – 3:15
Newport High	7:45 – 2:45	Newport High	7:25 – 3:05

Certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor. No certified employee shall leave his/her job assignment during duty hours without the express approval of his/her immediate supervisor. **03.1332**

When possible, substitutes shall be on duty no later than twenty (20) minutes before students are scheduled to arrive and shall remain in the building at least twenty (20) minutes after dismissal time for students.

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**

**Energy Management**

It is the intent of the Board that the District use energy resources in a safe and efficient manner with an on-going focus on identifying and implementing cost saving measures and developing staff and student commitment to identified energy management practices. **05.23**

- Classroom lights should be turned off when room is to be vacant for over 15 minutes.
- All computers and other electronic devices in the classroom should be turned off when school is not in session; nights, weekends, and/or holidays.

## **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 and on Newport's website. Substitutes are responsible for checking for these announcements. **06.21/08.33**

## **Lesson Plans**

Lesson plans shall be available for use by substitute teachers and other personnel. **08.212**

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 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 adjustment 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, concise 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.
- Substitute 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.

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.

### **Bomb Threat**

In the event of a bomb threat, buildings shall be evacuated at once according to fire drill procedures. In addition, law enforcement authorities will be contacted immediately. Students and other occupants shall return to the buildings only when authorities certify that it is safe to do so. **05.43, 05.41**

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 reserve 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.

### **Fire / Fire Drills**

There shall be at least two (2) fire exit drills the first two (2) weeks of a school term and one each calendar month thereafter while school is in session. The route of exit is to be posted in all classrooms and other areas where students assemble. **05.41**

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 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.

### **Severe Weather**

The faculty and staff shall:

1. Utilize designated safe areas during a severe weather drill or warning.
2. Substitutes are to ask neighboring teachers about tornado procedures and then instruct students in the procedures to be used during a 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 positions, 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.

## Employee Conduct

### **Dress and Appearance**

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students. We, therefore, set in policy the following outline of "reasonable expectations" for all professional staff in the Newport Independent School District.

The following dress codes shall apply to all staff employed by the Newport Board of Education. Dress and appearance of employees during summer employment shall be determined by the direct supervisor of the employee.

#### **DRESS CODE**

The following applies to all Certified Staff: **DRESSING UP IS ENCOURAGED!**

#### **APPROPRIATE ATTIRE**

- Dress Slacks or Docker Style slacks with belt
- Dresses and skirts/business suits
- Sport coat or turtleneck
- Ties
- Blouses
- Sweaters, pull-over or cardigan
- Dress shirts with collars, knit shirts with collars
- School logo on collared shirts or sweaters
- Capri pants
- Non form-fitting pants with tunic-length tops
- Dress shoes or sandals (hiking and snow boots are permissible during inclement weather)
- Socks (during instructional day)

### **INAPPROPRIATE/UNACCEPTABLE ATTIRE**

- Sweatshirts, Sweatpants, windbreaker pants and windbreaker jackets
- Athletic shorts, T-shirts, tank tops, muscle shirts
- Athletic jerseys and zipper tops
- Bib overalls
- Flip-flops
- Backless, see-through, tight-fitting low-cut blouses, tops and dresses, and shirts that expose the midriff area
- Dirty or stained clothing and shoes
- Body art or visible body piercing other than ears

No jeans, regular shorts, t-shirts, or sweatshirts are to be worn by anyone, anytime, with the exception of field trips that have outdoor activities or school related spirited days as designated by the school Principal or Assistant Principal.

Physical education teachers may wear shorts while conducting physical education class, are in the gym area, or are in transit to pick up or drop off a class. The physical education teacher, while not conducting physical education class shall wear slacks, sweat suits and sweatpants or wind pants. Physical education/athletic related tee shirts are permissible. **03.1326**

### **Disrupting the Education Process**

Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, may be subject to disciplinary action, including termination of contract.

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property, including the property of students or staff;
3. Illegal activity;
4. 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
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **03.1325**

### **Political Activities**

No District employee shall promote, organize, or engage in political activities while performing his/her duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

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

"Political positions" shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board.

Examples of such communications may include, but not be limited to, those addressing designation of attendance zones/areas and District facility and financial needs. **03.1324**

### **Drug-Free/Alcohol-Free Schools**

District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or 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
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 this policy may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent. **03.13251**

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they 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. **09.423**

### **Weapons Prohibited**

Except where expressly and specifically permitted by Kentucky Revised Statute, 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.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency. **05.48**

### **Use of Tobacco Prohibited**

Use of any tobacco product and/or alternative nicotine product, or vapor product as defined in [KRS 438.305](#) is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on school-owned property, and during school-related student trips. **03.1327**

## **Assaults and Threats of Violence**

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

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with [702 KAR 005:080](#). **09.425**

## **Acceptable Use of Technology**

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

Employees are encouraged to use electronic mail only and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Employees, volunteers and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District. **08.2323**

## **Material 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. **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.

The study of controversial issues shall be objective and scholarly. Issues discussed shall be appropriate for and within the range of knowledge, understanding, age, and maturity of students and shall be current, relevant, and significant to the instructional program.

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, he shall confer with the Superintendent. **08.1353**

### **Search and Seizure**

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person shall be conducted only with the express authority of the Principal /designee.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search. In addition, no search of a pupil shall be conducted in the presence of other students.

These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety. No strip searches of students shall be permitted. **09.436**

### **Child Abuse**

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected shall **immediately** make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with [KRS 620.0302](#).

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation. **09.227**

### **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**

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible. **09.2212**

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

- The student shall be monitored for physical and psychological well being for the duration of the restraint.

- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.
- 

### **Required Reports**

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

- 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**
- 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**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. **04.41**
- Report to the Principal any student who is missing during or after a fire/ tornado/ bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/15.43 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 molested, in or out of school, **immediately** make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the count Attorney, and to the Principal (who shall also make a report to the proper authorities). (See **Child Abuse** section.) **09.227**

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

### **Code of Ethics**

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

#### Section 1. Certified Personnel in the Commonwealth:

- 1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- 2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- 3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
  - a) To students:
    1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
    2. Shall respect the constitutional rights of all students;
    3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
    4. Shall not use professional relationships or authority with students for personal advantage;
    5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
    6. Shall not knowingly make false or malicious statements about students or colleagues;
    7. Shall refrain from subjecting students to embarrassment or disparagement; and
    8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes, sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.
  - b) To parents:
    1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
    2. Shall endeavor to understand community cultures and diverse home environments of students;
    3. Shall not knowingly distort or misrepresent facts concerning educational issues;
    4. Shall distinguish between personal views and the views of the employing educational agency;
    5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
    6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
    7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.
  - c) To the education profession:
    1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
    2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
    3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
    4. Shall not use coercive means or give special treatment in order to influence professional decisions;
    5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and

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

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:58

### **Professional Substitute Checklist**

---

#### **ARRIVAL**

- Report to school office. Write down their phone extension in case you need to call the 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 (severe weather) 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.

---

#### **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.

**SUBSTITUTE INFORMATION UPDATE FORM:**

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:**

- Primary (Pre-K-2)
- Intermediate (3-6)
- High School (7-12)

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 Board Office to be added to your personnel file.**

## Acknowledgement Form

I, \_\_\_\_\_, have received a copy of the Substitute 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:

- 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;
- 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
- 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.*

\_\_\_\_\_  
*Substitute Name (please print)*

\_\_\_\_\_  
*Signature of Substitute*

\_\_\_\_\_  
*Date*

Return this signed form to the Board Office.