



Substitute Teacher Handbook

MONTGOMERY COUNTY PUBLIC SCHOOLS

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Introduction

Welcome

Thank you for filling the important role of substitute teacher in the Montgomery 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 Montgomery County Schools that govern and affect your employment as a substitute teacher and give you some basic information that will better allow you to serve the children in a skilled, professional manner.

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

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

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

<http://policy.ksba.org/m18/>

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 Mission

The Montgomery County School System, in partnership with the community, serves individual students by providing quality education empowering them to be productive members of our global society.

We believe that:

- All students will be technology literate and able to function at home and in the workplace at a level equal to or above their peers.
- All graduates will make a successful transition from the high school setting to the world of work or to institutions for additional training in an academic or vocational area.
- Ninety-five to one hundred percent of graduates will demonstrate proficiency in core curriculum areas.
- All barriers to learning will be removed.

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

Central Office 640 Woodford Drive Mt. Sterling, KY 40353		
Person	Telephone/E-mail	Fax
Superintendent Dr. Joshua Powell	859.497.8760 josh.powell@montgomery.kyschools.us	859.497.8780
Asst. Superintendent & Director of Student Services Phil Rison	859.497.8760 phil.rison@montgomery.kyschools.us	859.497.8780
Chief Administrative Officer Jacqui Johnston	859.497.8760 jacqui.johnston@montgomery.kyschools.us	859.497.8780
Director of Special Projects Anna Powell	859.497.8724 anna.powell@montgomery.kyschools.us	859.499.4240
Technology Debbie Goldy	859.497.8724 debbie.goldy@montgomery.kyschools.us	859.497.8780
District Assessment Coordinator Alison Hubbard	859.497.8761 alison.hubbard@montgomery.kyschools.us	859.497.8780
Instructional Supervisor Melody Claypoole	859.497.8761 melody.claypoole@montgomery.kyschools.us	859.497.8780
Director of Public Relations Kristi Carter	859.497.8760 kristi.carter@montgomery.kyschools.us	859.497.8780
Community Education Coordinator Jeff Perkins	859.497.8761 jeff.perkins@montgomery.kyschools.us	859.497.8780
Information Specialist Donna McGuire	859.497.8760 donna.mcguire@montgomery.kyschools.us	859.497.8780
Executive Administrative Assistant Cindy Kincaid	859.497.8760 cindy.kincaid@montgomery.kyschools.us	859.497.8780

Schools		
Person	Telephone/E-mail	Fax
Camargo Elementary School Sarah Woodford, Principal 4307 Camargo Rd. Mt. Sterling, KY 40353	859.497.8776 sarah.woodford@montgomery.kyschools.us	859.497.9730
Mt. Sterling Elementary School Brandy Holley, Principal 6601 Indian Mound Dr. Mt. Sterling, KY 40353	859.497.8730 brandy.holley@montgomery.kyschools.us	859.497.8704
Mapleton Elementary School Stephanie Harris, Principal 809 Indian Mound Dr. Mt. Sterling, KY 40353	859.497.8752 stephanie.harris@montgomery.kyschools.us	859.497.8756
Montgomery County Intermediate Schools Mark Crain, Principal 1040 Maysville Road Mt. Sterling, KY 40353	859.497.8703 mark.crain@montgomery.kyschools.us	859.497.8585
McNabb Middle School Larry Bailey, Principal 3570 Indian Mound Dr. Mt. Sterling, KY 40353	859.497.8770 larry.bailey@montgomery.kyschools.us	859.497.9683
Montgomery County High School Shannon White, Principal 724 Woodford Dr. Mt. Sterling, KY 40353	859.497.8765 shannon.white@montgomery.kyschools.us	859.497.8705
Montgomery County Early Learning Center Anna Powell, Director of Special Projects 212 N Maysville Road Mt. Sterling, KY 40353	859-497-8724 anna.powell@montgomery.kyschools.us	859-499-4240
Sterling School Rocky Franz, Interim Director of Alternative Services 212 N. Maysville Street Mt. Sterling, KY 40353	859-497-8724 rocky.franz@montgomery.kyschools.us	859-497-8603

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 the Personnel Office at the Montgomery County Board of Education 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>Phil Rison</u>	<u>640 Woodford Drive, Mt. Sterling</u>	<u>(859) 497-8760</u>
<i>Student Title IX Coordinator</i>	<i>Address</i>	<i>Telephone</i>
<u>Jacqui Johnston</u>	<u>640 Woodford Drive, Mt. Sterling</u>	<u>(859) 497-8760</u>
<i>Employee 504 & Employee Title IX Coordinator</i>	<i>Address</i>	<i>Telephone</i>
<u>Anna Powell</u>	<u>212 N. Maysville St., Mt. Sterling</u>	<u>(859) 497-8724</u>
<i>Student 504 Coordinator</i>	<i>Address</i>	<i>Telephone</i>

01.1

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**

Applicants shall be required to undergo testing for drugs/alcohol as part of the required pre-employment physical. **03.13251**

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**

Dispensing Medication

Substitute teachers should not dispense medication of any sort. If students are on medication, there should be a signed note and instructions from the parent or guardian on file in the office. When in doubt, such as if a student shows you a note from the parent or guardian requesting the student take medication, send the student to the office and let the personnel there assume responsibility.

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**

All District employees are required to assist in providing appropriate supervision and correction of students.

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. **03.162/09.422/09.42811**

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.

HBV Vaccine

In most school systems, only those employees considered “at risk” due to certain aspects of their job are eligible for the Hepatitis B vaccine. Others who are not exposed on a regular basis are not mandated by OSHA to be given the shots. If any substitute takes a long-term teaching job that may include situations involving exposure, he or she should discuss that possibility with an administrator.

Handling of Bloodborne Pathogens

School systems, like other public places of employment, are regulated by Occupational Health and Safety Administration (OSHA) standards designed to reduce the risk of contracting a bloodborne disease, such as Hepatitis B or HIV. OSHA requires any school system to identify those persons who are most likely to come in contact with body fluids which can be potentially infectious. Not everyone's job will cause them to be constantly exposed; in fact only certain educators have jobs which put them "at risk." However, it is necessary for everyone to understand the dangers of infection and to be informed about how to clean up body fluid spills in such a way that minimizes the risk of spreading disease.

Workplace Transmission

In the workplace infections can be spread through open cuts, nicks, skin abrasions, dermatitis, acne, and the mucous membranes of the mouth, eyes and nose. Persons working with special needs children need to take extra precautions because some special needs children have special care requirements such as diaper changes or tube feedings. These persons assisting such students may be more prone to injury or biting. Accidents do happen as well. Such things as broken glass in the chemistry lab, sharp metal in auto mechanics class, burns from welding class or the Bunsen burner, sharp knives in the Family Consumer Science class, and other contact with machinery in industrial arts classes—all those involve the possibility of injury. All those incidents mentioned above could lead to direct transmission. Yet bloodborne infection can also be passed on through indirect contact with another person's blood. Hepatitis B is often transferred through touching the surface of an object which has been contaminated with an infected person's blood, and then, in turn, transferring the infection from your hands to your eyes, mouth, nose, or open exposed skin.

Universal Precautions

No one is required to tell his or her medical history as a condition of employment. Therefore, in order to protect oneself from possible infection, it is wise to treat all body fluid spills as if they were contaminated. This leads to a procedure called "Universal Precautions." If you treat all persons in the same manner, with the same precautions, you are less likely to run the risk of infecting yourself. This also prevents feelings of discrimination or hurt feelings among peers or children whom you teach.

The OSHA standard has identified five (5) major tactics which can help reduce the risk of exposure to bloodborne diseases:

- Engineering controls
- Work practice controls
- Personal protective equipment
- Housekeeping
- Hepatitis B vaccine

In addition, one of the most effective workplace controls is **hand washing**. Hand washing removes germs and viruses and, if done immediately, reduces the amount of time in contact with them. It also reduces the likelihood of carrying the virus from one area of the body to another.

Another means of control is based on personal hygiene. Consider these additional precautions:

- Keep splashing, spraying, and spattering to a minimum when caring for an injury.
- Do not put anything that would go near your mouth in an area where injuries are cared for.
- Don't keep food or drinks in the same refrigerator or cabinets where blood or potentially infectious materials are kept.

If you encounter a body fluid spill, notify the office immediately and wait for a custodian to clean the contaminated area. Never touch these fluids unless you are wearing latex gloves. Be sure to direct the custodian to equipment or tools that may have been contaminated. **03.14**

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

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

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

Payroll Deductions

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

Section

2

General Information

Substitute List

The Personnel Director shall maintain a list of qualified substitutes for teachers and for classified personnel. When a substitute is needed, the Principal/designee will make the contact. The lists shall be updated on a weekly basis.

When possible, substitute teachers are called to teach in fields for which they are most qualified.

Length of Assignment

Substitutes are called to serve for a certain time frame and will continue to report for duty as requested by the Superintendent/designee.

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

School Day

Students		Substitute Teachers	
Elementary	7:30 a.m. -2:30 p.m.	Elementary	7:20 a.m. – 2:45 p.m.
Middle	8:30 a.m. – 3:30 p.m.	Middle	8:00 a.m. -3:45 p.m.
High	8:20 a.m. – 3:20 p.m.	High	8:00 a.m. -3:45 p.m.

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

When possible, substitutes shall be on duty in the classroom ten (10) minutes before the time designated to begin class and shall remain on duty to complete a minimum school day of seven (7) hours and twenty-five (25) minutes. **03.1332**

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

Emergency Closings

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

When making a decision on opening or closing the schools due to inclement weather, the primary concern is for the safety and welfare of the students. The decision to cancel school will be made by the Superintendent/designee by 6:00 a.m. Procedures for altering the regular schedule due to inclement weather are as follows:

Schools Delayed or Closed

- All schools in the Montgomery County School District will operate on a one-hour delay;
or
- All schools in the Montgomery County School District will operate on a two-hour delay;
or
- All schools in the Montgomery County School District will be closed.

Early Dismissal

Should weather conditions begin to deteriorate during the school day, and it is determined that road conditions are becoming hazardous, schools will be dismissed early. The following local and regional news media will be notified by the Director of Transportation/designee:

WMST (1150 AM) - Mt. Sterling	WLEX TV (Channel 18)-Lexington
WKYT TV (Channel 27)-Lexington	WTVQ TV (Channel 36)-Lexington
WKCA (107.7 FM)-Owingsville	WMKY (90 FM)-Morehead State University
WMOR (1330 AM; 92.1 FM)-Morehead	WLAP (630 AM)-Lexington
WMXL (94.5 FM)-Lexington	WKQQ (100.1 FM)-Lexington
WVLK (590 AM; K-93)-Lexington	WSKV (104.9 FM)-Stanton
WCAK (100.7 FM)-Carlisle	WLKT (104.5 FM)-Lexington
WBUL (98.1 FM)-Lexington	

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. **03.4**

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

Classroom Management

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

- Be prepared to make adjustments for any unusual changes in school schedules such as fire drills, altered class schedules or activities for the day. Each room in the school has emergency procedures posted or otherwise made available in case of fire, earthquake, tornado, lockdown or other potentially dangerous situations. Look for this information and review it prior to the beginning of the school day.
- It is the responsibility of the substitute teacher to check with the Principal/designee to determine if any of the day's assigned students have accommodations under an Individual Education Plan (IEP) or 504 plan and implement plan provided.
- Implement drill/evacuation plans.
- Display your name where it can easily be seen by all students. Take time before beginning lessons to tell the class briefly about yourself.
- Let the class know that you will try to follow the normal classroom routine, but also let them know that everyone does things somewhat differently.
- Ask the students questions: their names, classroom rules/procedures. The time spent getting oriented and becoming familiar with the class may make a difference later in the school day.
- Keep a positive attitude. Be positive in your remarks to students. When you are circulating around the room (a proven and effective management technique) comment to students on task.
- Try to be sensitive to differences.
- Any unusual requests from parents or students should be handled by the Principal/designee.
- Correct the day's work when possible. Organize any student papers and label them clearly.
- Write a complete, succinct review of the day's activities. Be sure to indicate portions of the lesson plan that may not have been completed. Mention individual students who may have been particularly helpful; list any problems that may have arisen.
- Leave the classroom in good order.
- Substitutes teachers shall not do the following:
 - ☒ Make/take personal phone calls during class time;

- ☒ Use the internet for personal use; or
- ☒ Engage in personal tasks such as reading, knitting, etc.

What **NOT** to Do When the Lesson Runs Out

Because it is important to maintain control and an effective learning environment and to minimum unwanted surprises for the returning regular teacher, also be aware of what **NOT** to do:

1. **It is usually not wise to move students ahead in the textbook** past the lesson the teacher had left for them to cover. Not only may it be a shock to the regular teacher, who has perhaps planned the next day's activities based on the plan left for you to cover, there also may be other sound reasons for not proceeding. For example, perhaps the teacher isn't covering the material in the order used in the textbook. Also, in the event there are students that may not yet have mastered the material, the teacher may want to remediate or re-teach before moving on. Another possibility is that a test or a quiz may be planned for the following day based only on the material left for you to cover.
2. **Do not take students to the library or computer lab** unless it is part of the plan for the day and you have the librarian or computer lab instructor's permission.
3. **Do not give extra recess time unless that is cleared with the Principal.** Not only is that setting a bad precedent that the regular teacher will have to address, but it may interfere with a prearranged playground or gymnasium schedule for other classes and teachers.
4. **Do not begin lunch or break time early.** The reasons closely coincide with the explanation offered in number three (3).
5. **Do not send a note or a student to the art teacher asking for supplies.** It is best to clear that kind of request ahead of the teaching day or not to initiate it at all. Remember, the art teacher will more than likely be dealing with his or her own students. Plus, the supplies available have probably been budgeted and ordered based on anticipated needs. In some cases, there may be basic supplies such as construction paper, markers or crayons available, but asking ahead of time is critical!

What if . . .

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

FIRE

Faculty/staff shall:

1. Post in each room and discuss with each class rules for fire evacuation, including student responsibilities. These will include directions on the exits, alternative exits, and the outdoor evacuation area(s).
2. Close all classroom windows and doors before leaving.
3. Turn off all lights and computers in the room.
4. Maintain order during the evacuation and arrange assistance for students with disabilities.
5. Take class roster 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.

GENERAL INFORMATION

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 class roster and check roll when the class is in its evacuation area. Other than adults authorized to check the premises, no person is to remain in the building during a bomb threat or bomb threat drill.
6. Report to the Principal any student who is missing. **05.43 AP.1**

TORNADO/SEVERE WEATHER

The faculty and staff shall:

1. Utilize designated safe areas during a tornado/severe weather drill or warning.
2. Instruct students in the procedures to be used during a tornado/severe weather drill, watch, or warning.
3. Maintain order during the drill, watch, or warning and arrange assistance for students with disabilities.
4. Require students to use one of the following positions, as appropriate:
 - a. Rest on knees, lean forward, cover face by crossing arms above face.
 - b. Sit on floor, cross legs, cover face with folded arms.
 - c. If space does not permit use of the first or second suggested position, stand and cover face with crossed arms. Wraps or coats, when readily available, should be used as a covering.
5. Remain in the assigned safety area with students until the all-clear signal or recall signal is given.
6. Report to the Principal any student who is missing. **05.42 AP.1**

Employee Conduct

Political Activities

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

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

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

Disrupting the Educational Process

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

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

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

Appropriate Dress

In order to provide a learning environment consistent with the purpose of educating children, all employees shall dress professionally, and in a manner commensurate with their professional responsibilities. This shall apply to the full length of the employee's contract including all Board compensated days. **03.1326**

Acceptable attire includes:

Men

- Dress shirts with or without ties, mock turtleneck or turtlenecks
- Knit polo shirts, sweaters, or shirts with school logo
- Dress slacks or "docker" type slacks
- Dress shoes, boots or athletic shoes
- Business suits (optional)

Women

- Dresses, jumpers, skirts, skorts (appropriate length)
- Blouse, knit polo shirts, turtlenecks or mock turtlenecks
- Sweaters or shirts with school logo
- Business shirts (optional)
- Dress slacks or "docker" types slacks
- Dress boots, shoes, dress sandals, including thong style dress sandals

Inappropriate Dress and Appearance

- No revealing clothing shall be permitted such as halter-tops, tank tops, low cut tops that overexpose the chest area or tops that expose the stomach area
- Visible Body Art is prohibited (no visible tattoos, no visible body piercing other than ears).
- Flip flops are not acceptable footwear.

Reasonable exceptions will be allowed for special activities outside the classroom at the discretion of the Principal/Supervisor.

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

Any employee convicted of violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **03.13251**

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**

Random Screening/Testing

Due to the "safety-sensitive" nature of work performed by District employees and the potential impact of that work on children, the Board has established a random drug/alcohol-testing program for all District employees.

Reasonable Suspicion Testing

If a supervisor has reason to believe an employee is under the influence of or impaired by alcohol or drugs in the workplace, the supervisor may require the employee to undergo testing as required by Board policy. **03.13251**

Tobacco Products

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board. Adult employees may smoke in outside areas designated and supervised by the Superintendent or Principal. **03.1327**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, 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 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. **03.1321**

Health, Safety and Security

All employees are required to report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

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.

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**

Response to Security Breach

In the event of a breach of security in District buildings, staff will be informed to go into “lockdown mode” until further notice. At such instances, all employees shall follow established lockdown procedures.

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**

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 Board policy and related procedures, which apply to all parties who use District technology.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes using District technology resources, they shall comply with requirements of Board policy and related procedures

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk. **08.2323**

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

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.

Movies/videos shall not be shown during instructional time for entertainment purposes.

Without the Principal's prior approval for an exception, all movies shown to students, other than non-related videos produced for educational purposes, shall carry a rating of G (General Audiences). Parents of students viewing movies with ratings other than G shall be informed of the reason for the rating and shall be given the opportunity to exempt their child from seeing the movie without detriment to the child's grade. The child shall be given an alternative learning assignment.

Movies/videos to be shown during instructional time must be clearly listed in the teacher's daily lesson/unit plans and must be consistent with the objectives of the day's lesson or unit. **08.234**

Controversial Issues

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

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

Search and Seizure

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

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

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall **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 County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. **09.227**

Reporting telephone numbers:

Intake Center	888-351-8901
Police	859-498-8899
State Police	800-222-5555
County Attorney	859-498-8713

Corporal Punishment

In keeping with standards set out in Board Policy, each school determines whether corporal punishment shall be utilized as a disciplinary measure at that school. However, substitute teachers shall confer with the Principal prior to utilizing corporal punishment. **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:

- 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**
- 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. 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, **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 County 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 20:585.

Appendix

Substitute Information Update Form

TO: Human Resources
Substitute List Managers

NAME OF SUBSTITUTE: _____

- I hereby request to be removed from the list of approved substitute teachers.
- I wish to remain on the list of approved substitute teachers for the upcoming school year.

PREFERENCES:

All schools These schools only: _____

All grades These grades only: _____

SECONDARY LEVEL:

All subjects These subjects only: _____

-
-
- The following is new information:

Name: _____

Mailing Address: _____

Telephone #: _____ Emergency Contact#: _____

Email Address: _____

New certification (further documentation will be required): _____

Signature

Date

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

Professional Substitute Checklist

ARRIVAL

- 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.
- Find Sub folder and 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.

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

2014-2015 School Year

I, _____, have received a copy of the Substitute
Employee Name
Teacher Handbook issued by the Montgomery County Schools 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 Montgomery County Schools 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.