

# Substitute Teacher Handbook



**Jessamine  
County  
Schools**

**JESSAMINE COUNTY SCHOOLS**  
871 Wilmore Road  
Nicholasville, Kentucky 40356

The Mission of  
Jessamine Schools

*Jessamine County Schools  
exists to create caring,  
responsible citizens who  
are high-level thinkers,  
performers, and learners  
for life!*

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# Welcome

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You, as a substitute teacher, are among the most vital professional staff members of Jessamine County Schools. It would be nearly impossible for the school system to operate on a daily basis without the help of dedicated professionals who are willing to serve as substitute teachers.

We wish to extend to you a most cordial welcome to our school district as a substitute teacher. Your work will be an important contribution to the instructional program of our school system, as we seek to help ‘every child, every day’.

We are confident that you will do everything possible to meet the high standards required for teaching in our school system and wish to extend our sincere best wishes as you join our school system family.

The Jessamine County Public School System is first and foremost an educational community engaged in creating student-centered learning environments which motivate and challenge all students to think, learn and perform at high levels. Each professional employee has an essential part in the overall accomplishment of the system’s mission. We believe that this team effort can be carried out within the framework of a sound personnel program. The school system strives to employ capable, well-qualified and industrious employees who are sufficiently mature to accept the responsibilities of their positions, and who will perform their services in a courteous and efficient manner to insure that learning will be enhanced and children’s needs will be met.

# School System Personnel

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Matt Moore, Superintendent — 885-4179 x 3001

Val Gallutia, Deputy Superintendent — 885-4179 x 3006

Michele Reynolds, Assistant Superintendent, Chief Academic Officer — 885-4179 x 3028

Scott Wells, Assistant Superintendent, Chief Operating Officer — 885-4179 x 3502

## School Principals

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JonAnn Horn

**Brookside Elementary School**

199 Brookside Drive

Nicholasville, KY 40356

859-887-2012

Sara Crum

**Nicholasville Elementary School**

414 West Maple Street

Nicholasville, KY 40356

859-885-5351

Andrea H. McNeal

**Red Oak Elementary School**

921 Union Mill Road

Nicholasville, KY 40356

859-885-0616

Beth Ann Carpenter

**Rosenwald-Dunbar Elementary School**

1500 Wilmore Road

Nicholasville, KY 40356

859-885-6670

Kim Brockman

**Hattie C. Warner Elementary School**

821 Wilmore Road

Nicholasville, KY 40356

859-885-3085

Dawn Floyd

**Wilmore Elementary School**

150 Campground Lane

Wilmore, KY 40390

859-858-3134

Gina Bernard

**Jessamine Early Learning Village**

851 Wilmore Road

Nicholasville, KY 40356

859-887-5358

Eric Sowers

**The Providence School**

210 S. Lexington Avenue

Wilmore, KY 40390

859-887-4600

Tracy Devney

**East Jessamine Middle School**

851 Wilmore Road

Nicholasville, KY 40356

859-885-5561

Matt Albertson

**West Jessamine Middle School**

1400 Wilmore Road

Nicholasville, KY 40356

859-885-2244

Aaron Etherington

**East Jessamine High School**

815 Sulphur Well Road

Nicholasville, KY 40356

859-885-7240

Brady Thornton, Principal

**West Jessamine High School**

2101 Wilmore Road

Nicholasville, KY 40356

859-887-2421

C. Dexter Knight

**Jessamine Career and Technology Center**

881 Wilmore Road

Nicholasville, KY 40356

859-881-8324

# School Starting/Ending Times: \_\_\_\_\_

Elementary:	8:00 AM - 2:50 PM
Middle School:	8:40 AM - 3:40 PM
High School:	8:50 AM - 3:50 PM
The Providence School:	8:25 AM - 3:45 PM Mon-Thurs 8:25 AM - 12:45 PM Friday (1/2 day)*
Early Learning Village:	7:45 AM - 2:35 PM (full day) 7:45 AM - 10:50 PM (AM 1/2 day) 11:30AM - 2:35 PM (PM 1/2 day)

***Please note that a Substitute Teacher is expected to be at the school at least 10 minutes before the start of the school day.***

***\*Providence School has no students one Friday a month.***

# Responsibilities/Notes \_\_\_\_\_

**The Principal should see that the substitute teacher is given:**

A friendly welcome;

An introduction to the class and to a neighboring teacher;

A bell schedule (including fire and disaster drills);

Information about general building procedures (i.e., hall duties, lunch room duties, rest room privileges of pupils, location of restrooms and teachers' lounge, etc.);

Information about procedures in case of injury to a pupil;

Notice of any extra activities (auditorium, etc.) for the day.

**The Principal should see that the substitute teacher:**

Follows the regular teacher's lesson plan;

Has the necessary supplies to carry on the day's activities;

Uses good teaching techniques; Knows the procedure for reporting pupil attendance, handling any money, etc.;

Receives help in planning the day's program if the substitute is teaching a class out of his/ her certified field.

## **The Regular Teacher should:**

Leave a schedule of the day's program in an easily accessible place (this might include information pertaining to opening exercises);

Have an up-to-date seating chart;

Have an up-to-date class list;

Leave lesson plans which substitutes can follow without having to consult the pupils--pages marked, etc.;

Leave notes concerning any supervision or extra duties assigned to that teacher;

Leave information about usual homeroom activities, grading of papers or oral work,

homework assignments, and privileges of pupils in the room.

**Pupils:** should be prepared to accept the substitute teacher. Good manners and helpful attitude should be encouraged by the regular teacher so that when the substitute needs to come to a room, he/she will be shown the same courtesy as is shown the regular teacher. The attitude of the regular teacher will reflect the attitude of the pupils. Discipline is often listed as the most pressing problem of substitute teachers, and a class which has been prepared to be helpful instead of mischievous will certainly help to eliminate this problem.

## **Responsibilities/Notes for the Substitute Teacher:**

**Acceptance of calls:** Though it is possible for substitutes to register for teaching only on certain days and in certain schools, a substitute may be asked, if necessary, to substitute in any school.

**Ethics:** Substitute teachers are expected to maintain the same ethical standards as regular teachers, i.e., stories or gossip should not be carried from building to building or to the public.

**Expressions of Criticism:** Substitutes should not be critical of the school, principal, or of the regular teacher, as this does not lead to good relations between the regular staff and the substitute staff. If you have concerns about the school, please put them in writing and give them to the principal, or to the Human Resources Senior Consultant.

**Confidentiality:** Information about students must be treated in a strictly confidential manner. Student information shall be made available to the parent of a dependent student, guardian, or eligible student on request. Eligible students include those 18 years of age or older. Parents, guardians, or eligible students shall be provided, within a reasonable time frame, a copy of records on written request, including files maintained in electronic format. Such copies shall be provided in a manner that protects the confidentiality of other students. Please do not engage in idle conversation or ‘gossip’ about students.

**Dress:** Please use good taste, be neat, and try to set example for students.

**Arrival at the Building:** Substitutes should arrive at the building at the same time as regular teachers. Afternoon sessions vary from building to building. Substitutes should report immediately to the school office. Please note any particular bulletins for the day.

**Meeting the Class:** If there is time before the class arrives, the substitute should go over the day’s schedule and any other material that would help him/her in the day’s activities. If the lesson plans include activities that may present a safety problem or suggest activities that the substitute feels unable to properly supervise, e.g., Industrial Arts use of machines/tools, etc., the substitute should defer those activities until the building principal can be consulted. When the class arrives, the substitute should introduce himself/herself. Writing one’s name on the board is a good idea. If there is no seating chart, it might be helpful to make one so that the substitute can call students by name. It is important to follow the regular teacher’s schedule as closely as possible, as pupils are easily distressed with changes. If the regular teacher has left no lesson plans, the substitute should be prepared with plans of his/her own plans which can fit into any situation.

**Classroom Activities:** Every effort should be made to carry on the instructional program of the regular teacher and to fit in with the existing schedule. Such cooperation eliminates a disruption of the school and the pupils’ learning processes. Supplies should be used with discretion. During a long-term assignment, the substitute should plan to consult with the regular teacher, if possible, and make all reports which are required (attendance, lunch, rental, etc.). All money collected for any



purpose should be turned over to the school office by noon each day, accompanied by an accurate report listing the names of those pupils who have paid the money.

**Discipline:** Discipline is based on a “mutual understanding” between the teacher and the pupil. The teacher understands the pupil’s responsibilities and the pupil understands what the teacher expects of him/her. If the teacher is “easy going” the pupils will realize this and take whatever liberties the teacher will permit. If the teacher is firm but fair in his/her discipline and expectations, the pupils will usually respond accordingly. If pupils are actively engaged in worthwhile activities, discipline problems will not usually develop. In short, the substitute should be pleasant yet firm, and do his/her best to guide instruction in an interesting manner. It is important to gain the respect of students by acting as a professional, and by showing respect to students. Being prompt, being neat, being patient, being honest, having a sense of humor, being enthusiastic, and having definite teaching objectives can resolve many potential discipline issues before they become problems. **If, however, a discipline problem arises that the substitute is unable to solve, he/she should refer the student to the principal or his/her designee.**  
**Substitutes must not use physical discipline of any sort.**

**Accidents:** In case of an accident, if a nurse is in the building he/she will apply first aid. When the nurse is away, the principal or some other person designated by the principal will administer first aid. In case of a more severe emergency, the school office staff will contact the parents or guardian of the pupil, and take appropriate action. An Accident Report Form (secured from the school office) must be filled out for all injuries.

**End of Day:** Please leave a brief note to the regular teacher explaining what was accomplished. Other comments are also welcome, especially of any problems that may have occurred regarding student behavior. Substitutes should not leave the building until the pupils have been dismissed and the room has been put in order. Papers should be arranged neatly, books returned to the shelves, keys returned to required place, etc. Report any significant issues that may have occurred to the Principal or Assistant Principal.

**Code of Conduct:** The Jessamine School System has adopted a Code of Conduct which outlines the rights and responsibilities of students,

parents and employees of the school district. This Code of Conduct expands Board policies, particularly as they relate to student attendance, behavior, disciplinary procedures and bus regulations. Copies of the Code of Conduct are available for employees in all work site offices, at the Central Office and on the District's website. Each employee is encouraged to be familiar with the Code's many provisions.

**Use and/or Possession of Alcohol or Drugs by Employees:** In compliance with federal legislation, the Board of Education has adopted a policy (Policy 03.13251) to insure a "drug free" work place. The policy provides for the immediate suspension of any employee who is suspected of working or reporting to work under the influence of alcohol or illegal drugs. If the allegations of illegal alcohol or drug use or possession are substantiated, the Superintendent may dismiss the employee without pay from the date of the initial suspension (See Board Policy 03.17). As part of this policy, the employee may, at the time of the allegation, be asked to submit to appropriate tests, at the expense of the Board, to determine the validity of the allegation. Refusal to submit to such a test at the time the employee is asked to do so by a line authority will be grounds for dismissal.

**Use of Tobacco Products:** The use of tobacco products is PROHIBITED at all times in or on any property owned or operated by the Board of Education. This includes all indoor and outdoor facilities owned or operated by the School System. Violation of this policy (03.1327) shall constitute reason for disciplinary action.

**Child Abuse and Neglect:** KRS 600 .020 - 620 .990 and Board policy 09 .227 require that any employee who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall IMMEDIATELY cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the Cabinet for Human Resources or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. School personnel do not have the authority to conduct internal investigations in lieu of the official investigations of other agencies.

**Harassment/Discrimination:** Harassment or Discrimination due to an individual's race, color, national origin, age, religion, sex or disability is prohibited. Harassment or Discrimination is defined as unlawful

behavior (based on the protected categories) involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred or prejudice. Conduct or actions prohibited in the workplace include: derogatory nicknames, demeaning stories, jokes, pictures or objects relating to any of the protected categories. Board Policies also prohibit unwanted touching, sexual advances, requests for sexual favors, spreading sexual rumors, being subjected to unwelcome sexual remarks in the context of the workplace and destroying or damaging an individual's property based on any of the protected categories. Employees who engage in harassment or discrimination of another employee or student shall be subject to disciplinary action including but not limited to termination of employment. Please note also that the failure of any teacher, immediate supervisor, principal, administrator, Superintendent or other employee to initiate an investigation of alleged harassment or discrimination, to follow approved procedures. or to take corrective action shall be cause for disciplinary action. Retaliation against an employee who files a complaint is likewise prohibited. See Board policy 03.162 or 3.262 for more information.

**Professional code of ethics for Kentucky school certified personnel:**

KRS 161.028 requires that the Education Professional Standards Board develop a professional code of ethics. This administrative regulation establishes the code of ethics for Kentucky school certified personnel and establishes that violation of the code of ethics may be grounds for revocation or suspension of Kentucky certification for professional school personnel by the Education Professional Standards Board.

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.

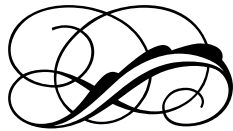
Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585. (21 Ky.R. 2344; eff. 5-4-95; recodified from 704 KAR 20:680, 7-2-2002.)

# Notes

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A  
Community  
of Learners



Together  
We Can!