

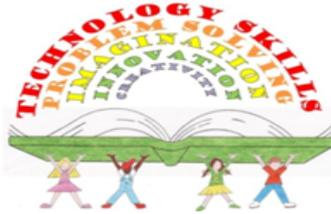
***CUMBERLAND COUNTY
SCHOOL DISTRICT***

SUBSTITUTE TEACHER'S HANDBOOK

APPROVED BY THE CUMBERLAND COUNTY BOARD OF EDUCATION

July 13, 1988

Revised July 2016



Cumberland County Board of Education
"SUCCESS: Every Student Every Day."

P.O. Box 420 - 810 North Main Street - Burkesville, Kentucky 42717
Phone 270-864-3377 - Fax 270-864-5803

Dr. Kirk Biggerstaff, Superintendent

To: Substitute Teachers

Welcome to our team of professional educators in the Cumberland County Schools. We are happy you will be working in our school this year. Although no guarantee of a specific number of days of employment can be given to anyone, all substitute teachers are assigned from the list of substitute teachers.

The purpose of this handbook is to help you become familiar with the requirements, qualifications and procedures used in our school. This information will help you in performing your substitute teaching duties. We want your teaching in our schools to be a rewarding experience for both you and our students.

Please feel free to talk with any of our administrative staff about problems you may encounter while performing your teaching duties in our schools. When working in our schools, you will find our staff cooperative and helpful.

Please let me know if I can help you in any way during this school year.

Sincerely,

Dr. Kirk Biggerstaff, Superintendent
Cumberland County School District

I. REQUIREMENTS AND QUALIFICATIONS

A. Prospective Substitute Teacher must:

1. Complete an application for a substitute teacher position.
2. Present a valid Kentucky Teaching Certificate. (An emergency certificate can be obtained by filing an application with the Kentucky Department of Education. This application may be obtained from and filed through the superintendent's office. A minimum of sixty-four (64) semester hours of college credit is necessary to obtain an emergency certificate.)
3. Substitute teachers will be subject to the school health regulation stated in 704 KARA:020. The Cumberland County Board of Education requires a medical examination of each employee upon initial employment which shall include a tuberculin skin test.
4. Participate in the employee drug testing program.

The Board of Education has dedicated itself to providing a safe and healthy learning and working environment for all students, employees, parents, and community members. The Board is concerned for all our district's stakeholder groups, but the Board is equally concerned about each individual within our school district.

To assure that every individual has the opportunity to work or learn in an alcohol and drug-free environment, this board recognizes the importance of a clear and well-defined policy concerning this issue.

The use of alcohol and other illegal drugs and the misuse of prescription drugs are absolutely unacceptable within our school learning environment by any individual as this substance abuse can bring about untold distress to everyone involved through poor or impaired job performance, absenteeism, accidents, increased health care costs, etc.

The Board's message of an alcohol and drug-free workplace will be communicated often and with consistency to our students, employees, parents, and community.

Pre-employment

Based on the Board-approved employee drug testing program, all applicants being considered for employment in safety-sensitive positions shall be required to submit to a urinalysis test for detection of illegal use of drugs, as part of the required post-offer, pre-employment physical. Applicants for positions that require testing will be given a copy of this policy in advance of the post-offer, pre-employment physical.

Testing shall be accomplished by the analysis of urine specimen obtained from the covered employees. Collection and testing procedures shall be established, maintained, and administered to ensure:

- Randomness of selection procedures;
- Proper employee identification;
- Identification of each specimen with the appropriate employee;
- Maintenance of the unadulterated integrity of the specimen; and
- Integrity of the collection and testing process, as well as the confidentiality of test results.

The specific testing process shall be on file at the testing laboratory approved by the Board. The process shall include an opportunity for an independent test of a split sample, and shall include an opportunity to demonstrate to a medical review officer (MRO) the existence of a valid explanation for any positive test. The number and frequency of the random tests shall be ten percent (10%) of classified employees in covered safety-sensitive positions five (5) times a year. This number will not include bus drivers or other transportation employees who are required to submit to drug testing pursuant to 702 KAR 5:080, Section 2. Requisite testing for those individuals with transportation duties as defined by the regulation will be governed by that administrative regulation.

Standards for Conduct

Employees on duty or in attendance at system-approved or school-related functions shall conduct themselves in a professional manner consistent with the following provisions:

- not be under any degree of intoxication from any drug or alcohol or exude an odor from alcohol;
- not possess open alcoholic beverage containers while on duty on school property or in attendance at system-approved or school related functions;
- not use any illegal drug at any time, either at school or away from school;
- not use or take prescription drugs above the level recommended by their prescribing physician;
- not use prescribed drugs for purposes other than those for which they are intended;
- not dispense such drugs except as provided in Policy 09.2241 or as otherwise required or allowed by law.

Random Testing

All safety-sensitive employees shall be subject to random drug testing in accordance with the drug testing policy and related procedures

B. Professional and Personal Competencies:

To assure teaching competency will be maintained, the substitute is expected to:

1. Keep abreast of the developments in education through professional reading and by attendance at workshops and other educational meetings.
2. Keep informed concerning rules, regulations, and policies of the Cumberland County Schools.
3. Take an active interest in the work of the classroom and do an effective job of teaching.
4. Maintain a strong code of professional ethics.
5. Substitute teachers are expected to dress in professional attire. Students are acutely aware of a teacher's appearance and mannerisms. It is likely some of these impressions about the teacher will be long remembered. For these reasons it is recommended that all teachers strive to present themselves in the best possible light. It is much easier to maintain a positive professional relationship when the teacher is appropriately and professionally attired.
6. Cell phones are only to be used during your lunch break. Cell phone use/texting is not to be done in the presence of students.
7. All teachers, staff and substitutes should wear a nametag/badge. Subs would get their tag from the school secretary each day that they work.

C. Professional Ethics:

1. A friendly, cheerful and cooperative attitude toward both the building personnel and pupils will help to start the day right and tend to keep it running smoothly. Your attitude will have a great deal to do with your acceptance by the faculty and by the students.
2. Plan to spend the entire time working with and for the pupils and keep all children in your room under supervision at all times. No personal work of any kind should be done. The substitute teacher is expected to carry out classes as outlined by the regular teacher and is not employed to simply maintain order.
3. Maintain a professional attitude toward your work. Substitute teachers are expected to observe the same ethical codes as regular teachers.
4. You are legally responsible for pupils, equipment and materials assigned to your care as is the regular teacher for whom you are substituting.
5. Do not have anyone visit you while you are on duty as a substitute teacher. Do not expect to leave the classroom for personal telephone calls; messages will be taken and delivered to you.

D. Completing Assignments:

1. At the end of the school day report to the office. Be sure to return any keys or materials that you received and turn in any money collected during the day. Never leave money in the classroom. Leave a note to the teacher about any money collected, but take the money to the office.
2. Find out if you are to return the following day, and if so, do not accept another assignment until you have been released.
3. Do not leave until at least ten (10) minutes after the students are dismissed. A principal has a right to expect teachers and substitute teachers to be on duty so that anything that comes up during the day can be checked with the teacher.
4. A summary or outline of the work covered during an assignment or any comments which might prove helpful to the regular teacher should be left on the teacher's desk.
5. Substitute personnel are required to sign a time sheet at the location they are working. Also, at the end of each work day substitutes must check the time sheet for accuracy and initial the time sheet – therefore assuring that his/her work will be accurately reported to the Central Office for payment.

E. Records:

1. Careful records of the following should be kept and left for the regular teacher:
 - a. Any money collected for fees or payments.
 - b. Money and articles lost with the loser's name.
 - c. Money and articles found with the finder's name.
 - d. Articles taken from pupils for safekeeping with owner's name.
2. Additional records for schools:
 - a. Lunch - (elementary) record any money collected for lunch, milk and/or snacks.
 - b. Attendance - leave a note with the attendance records noted for the regular teacher. Do not write on state register records.

II. TEACHING ASSIGNMENTS - (General Information)

A. No guarantee of employment is given to anyone; however, all substitute teachers are assigned from the list of substitute teachers.

B. Assignment Calls:

1. Be ready to receive assignment calls daily from 6:45 to 8:00 A.M. In case of an emergency, you might be called at any time during the day. To avoid delay, substitute teachers themselves are asked to answer the telephone during the time assignments are usually made.
2. Assignments are made through the school principal and school secretary. Every effort will be made to call you before 7:00 A.M. of the day of the assignment.
3. Inform the superintendent's office immediately as to any change in your address or telephone number. When you know in advance that you will not be available for assignment for an extended length of time, please notify the superintendent's office. This will save a great deal of time and will not be counted as a refusal. If you will not accept assignments for a specific school, subject or grade level, notify the superintendent's secretary so this notification may be made on the list of substitute teachers.

C. Long-Term Assignments

If you are teaching in a position long-term (**21 days or longer**), after the **20th consecutive day** in the same position, you will be paid according to the **Substitute Salary Schedule** for your Rank. This pay scale will continue for the duration of the assignment for consecutive days taught in the same position. If, at any time, a day of school is missed for any reason, the pay drops back to the regular substitute teacher's pay for the next 20 days. The only exception to this is if you are subpoenaed to jury duty – in which case the pay scale continues upon your return.

D. Reporting to an Assignment

1. You should report to the assigned school at the time specified by the principal. From the principal's office you will receive information regarding the class schedule, room assignment, location where materials, lesson plans and records can be found. Performance of the regular teacher's building duties is required unless the principal makes other arrangements. These include hall duty, bus duty, etc.
2. Before reporting to the classroom, secure the following information: location of lunchroom, restrooms and library.
3. Carry a lunch or plan to use the school cafeteria.

E. Preliminary Classroom Procedures:

1. The teacher's grade book, daily lesson plan book and seating chart should be located on the desk. Familiarity with the assignment is essential. The substitute should attempt to fit into the plan already made by the regular teacher.

F. Classroom Procedures (General Information):

1. Plan to arrive at your assigned room well in advance of the pupils when possible. This will give you an opportunity to become familiar with the physical set-up of the room and to locate materials necessary to carry out the assignments in a successful manner.
2. Introduce yourself to each new group of pupils with whom you come in contact throughout the day. Write your name on the chalkboard to avoid any confusion during the day.
3. Follow the lesson plans left by the regular teacher. If you feel unable to do this, contact the principal who will direct you to the proper procedure.
4. Do not remove mail or other articles from the regular teacher's mailbox without the direction of the principal's office.
5. Do try to fit into the regular plan as nearly as possible by assuming duties of the regular teacher. Sometimes it may be necessary for you to perform routine tasks such as hall duty, playground duty, in addition to regular work.
6. You are not permitted to leave the building to which you have been assigned on your planning period. If there is an emergency, check with the principal.
7. Familiarize yourself with the rules and regulations pertaining to fire and safety drills in any building to which you are assigned. If specific instructions have not been left, check with the neighboring teacher as to the procedure to follow. The procedure for fire and tornado drills should be posted in each classroom.
8. Completing an assignment, a definite statement of the work done in each subject, and specifying pages covered in various textbooks should be left. New assignments should be noted in the teacher assignment book, or a card inserted in the desk copy of the text.
9. The substitute should assume the same responsibility for the order and morale of pupils in the classroom, in the halls, or on the playground as does the regular teacher.
10. The "housekeeping" arrangements of the regular teacher should be continued and the assignment should be completed with all books, supplies, and equipment in order. A substitute's ability increases in the eyes of the regular teacher when she/he returns and finds the room in good order.
11. **CUMBERLAND COUNTY SCHOOLS ENERGY POLICY FOR TEACHERS & STAFF:**
 - a. **General**
 - i. **All district personnel are expected to contribute to energy efficiency in the district. Each person is expected to conserve energy and resources.**
 - ii. **Teachers are responsible for implementing energy guidelines in their classroom.**
 - iii. **Staff are responsible for implementing energy guidelines in their office/workareas.**
 - b. **Classroom/Work Area Plugload**
 - i. **All computers (teacher's, students and staff) are turned off each night before leaving the building.**
 - ii. **All computer monitors, local printers and speakers are turned off each night before leaving building.**

- iii. Network equipment is excluded and will remain running overnight.
 - iv. All other devices (copier, laminator, document camera, amplifier, scanner, DVD player, VHS player, stereo, etc.) are turned off each night.
 - v. Smartboard projectors are turned off during lunch and when it is finished being used.
- c. Classroom/Work Area Lighting
- i. Classroom overhead lighting is turned off when the classroom is unoccupied for more than two minutes.
 - ii. Classroom overhead lighting is turned off when the classroom is unoccupied during lunch.
 - iii. Classroom and work area lighting is turned off each night before leaving the building.
 - iv. Shades, blinds, drapes, etc. should be pulled each night before leaving the building (if applicable).

III. DISCIPLINE AND PUPIL WELFARE
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- A. Principals and teachers are responsible for the maintenance of order within the classroom and school.
- B. No corporal punishment or other severe punishment will be administered to a child.
- C. The principal will be contacted in case of serious behavior problem.
- D. Pupils are not excused to leave school under any circumstances without permission from the principal's office.
- E. Notes or any communication should not be sent to parents about children's behavior without the approval of the principal.
- F. Do not keep children after hours without approval from the principal's office.
- G. Accidents involving any of the pupils in your care must be reported to the principal's office immediately. (Send a reliable student or another available teacher if possible - do not leave the injured student.)
- H. Stay with your assigned pupils at all times - if you find it necessary to contact the office for any reason, send a note by a student or check with a teacher close to your room.

Cumberland County Schools
Substitute Employee Salary
Daily Rates
Effective July 1, 2015

Certified Substitute Salaries				
<i>Masters & Valid Teaching Certificate & 30 hrs</i>	<i>Masters & Valid Teaching Certificate</i>	<i>Degree & Valid Teaching Certificate</i>	<i>Emergency Certificate & 128 hrs</i>	<i>Emergency Certificate & 64-95 hrs</i>
Rank I	Rank II	Rank III	Rank IV	Rank V
\$79.00			\$76.00	

After working more than twenty (20) consecutive days in the same position, beginning with the 21st day, a substitute will receive 1.5 times (see below) the regular substitute pay rate until a break in service occurs

Certified Substitute Salaries @ 1.5 times Rate				
Rank I	Rank II	Rank III	Rank IV	Rank V
\$118.50			\$114.00	

Classified Substitutes		
SU1	SU2	SU3
\$ 8.35	\$ 8.74	\$ 11.81

SU1 = Substitute Cafeteria Worker
SU2 = Substitute Instructional Aide, Custodial, & Clerks/secretaries
SU3 = Substitute Bus Driver

**For more information contact* michelle.cash@cumberland.kyschools.us
kristi.willen@cumberland.kyschools.us

****Subject to change pending SEEK funding from the state level.***
The Cumberland County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs or activities as set forth in Title IX, Title VI, and Section 504.

I have received a copy of the Cumberland County Schools Substitute Teacher's Handbook and understand the policies contained therein for the 2016-2017 school year.

Name _____

Date _____

**This form must be signed and placed on file in the Principal's or Superintendent's office.*

Substitute Teacher Handbook

for 2016-17 SY

Recommend Changes:

**Cover Page Date Change
Page 10 – Dates change.**

Substitute Teacher Handbook

for 2015-16 SY

Recommend Changes:

Cover Page Date Change

Page 6 – Section C. Longterm Substitute Section changed to reflect new payscale and 20 days for higher pay rate. Years of experience deleted.

Page 9 – New Salary Schedule

Page 10 – Dates change, added superintendent' office.

Substitute Teacher Handbook

for 2014-15 SY

Recommend Changes:

Cover Page Date Change

Page 2 Name Change

Page 9 & 10 Change Dates to 2014-15

Page 9 increased rate of pay to \$75.75.

Substitute Teacher Handbook

for 2013-14 SY

Recommend Changes:

Cover Page Date Change

Page 9 & 10 Change Dates to 2013-14

Substitute Teacher Handbook

for 2012-13 SY

Recommend Changes:

Cover Page Date Change

Page 2 Superintendent Name Change

**Page 7 added CUMBERLAND COUNTY SCHOOLS ENERGY POLICY FOR
TEACHERS & STAFF**

Page 9 & 10 Change Dates to 2011-12

Substitute Teacher Handbook

for 2010-2011 SY

Recommend Changes:

Cover Page Date Change

Change Dates to 2009-10

Page 3 added 4. Drug Testing Policy

Page 4 added under B. Professional and Personal Competencies:

5. Substitute teachers are expected to dress in professional attire.
6. Cell phones are only to be used during your lunch break. Cell phone use/texting is not to be done in the presence of students.
7. All teachers, staff and substitutes should wear a nametag/badge. Subs would get their tag from the school secretary each day that they work