SUBSTITUTE TEACHER HANDBOOK

Shelby County Public Schools
2017-2018

High Expectations for All
Positive Relationships with All
A note from.......  
John Leeper, Director of Personnel- Acquisition & Development

Welcome to the 2017-2018 School Year! As Director of Personnel- Acquisition & Development, it is my goal that the Personnel Department provides answers to our substitute teacher’s questions, concerns, and to assist all employees with any personnel issues that may arise.

This Substitute Handbook is an abbreviated version of the Employee Handbook for quick reference to information you may need as a substitute teacher.

Our substitute teachers provide a valuable service to the district and students. As a substitute your priorities are student safety and to provide an atmosphere for learning to continue.

You also have easy access to all Shelby County Public Schools Policies and Procedures on our district website at www.shelby.kyschools.us. Additionally for your convenience, some policies and procedures are included in the last section of this handbook.

You are a member of our staff. Substituting is not an easy job... while the responsibility is heavy, the rewards are many.

Wishing your students and you great success.

John Leeper

Contact Information
john.leeper@shelby.kyschools.us
502-633-2375
Superintendent  
(Cathy Davis, Administrative Assistant I)  

Dr. James Neihof

Chief Academic Officer  
(Billie Silverhorn, Administrative Assistant II)

Susan Dugle

Chief Operations Officer  
(Heidi Clark, Administrative Assistant II)

Eddie Oakley

Assistant Superintendent for Facilities  
(Jessica Chambers, Administrative Assistant II)

Kerry Whitehouse

Director of Personnel- Acquisition & Development  
(Chris Watts, Personnel Manager)  
(Jackie Ellis, Secretary)  
(Nicki Willey, Secretary)

John Leeper

Director of Curriculum Personalization  
(Gayla Hudgens, Secretary)

Rebecca Martin

Director of Exceptional Child Services  
(Jada Bastin, Administrative Assistant)

Michelle Oakley

Director of Finance  
(Tracy Cannon, Administrative Assistant)

Susan Barkley

Director of Student Services  
(Lisa McDonald, Administrative Assistant)

Mike Clark

Digital Learning Coordinator

Adam Watson

Network Engineer

Clifford Chandler

Public Relations Coordinator

Ryan Allan

School Nutrition Food Service Coordinator  
(Dorcas Murphy, School Nutrition Food Service Secretary)

Cindy Murphy
IMPORTANT NUMBERS

AESOP  www.aesoponline.com or  1.800.942.3767
Automated substitute calling

CENTRAL OFFICE  502.633.2375
John Leeper/Chris Watts/Nicki Willey/Jackie Ellis

NORTHSIDE EARLY CHILDHOOD CENTER  502.633.5123
Brenda Musick, Principal  Vacant, School Secretary

CLEAR CREEK ELEMENTARY  502.633.3452
Kimberly Willhoite, Principal  Kathleen Woolridge, School Secretary

HERITAGE ELEMENTARY  502.829.5242
J.J. Black, Principal  Ashley Craig, School Secretary

PAINTED STONE ELEMENTARY  502.647.4505
Artavía Acklin, Principal  Vacant, School Secretary

SIMPSONSVILLE ELEMENTARY  502.722.8855
Jill Tingle, Principal  Leigh Ann Kieper, School Secretary

SOUTHSIDE ELEMENTARY  502.633.4460
Susie Burkhardt, Principal  Theresa Eilers, School Secretary

WRIGHT ELEMENTARY  502.633.5222
Seth Green, Principal  Bonnie Coffee, School Secretary

EAST MIDDLE SCHOOL  502.633.1478
Jennifer Cox, Principal  Sylvia Russell, School Secretary

WEST MIDDLE SCHOOL  502.633.4869
Lorri Slivers, Principal  Angela Medley, School Secretary

SHELBY COUNTY HIGH SCHOOL  502.633.2344
Margo Whisman, Principal  Patricia Winlock, School Secretary

MARTHA LAYNE COLLINS HIGH SCHOOL  502.647.1160
Joseph Ellison, III, Principal  Stacy Beard, School Secretary

BIG PICTURE LEARNING ACADEMY/JCTC  502.647.4677
Phillip Conder, Principal  Karen Cottrell, School Secretary

SHELBY COUNTY TECHNICAL CENTER  502.633.6554
Steve Coleman, Principal  Debbie Humphrey, Secretary
WORKING HOURS

Below is a list of school hours and staff hours for all schools in Shelby County Public Schools. Please pay special attention to the staff work day in parenthesis. When you accept a job, you are to work these hours.

**Elementary Schools**
Staff work hours 7:15 am – 3:00 pm  (School day 7:40 am – 2:25 pm)

**High Schools**
Staff work hours 8:00 am – 3:45 pm  (School day 8:40 am – 3:20 pm)

**Middle Schools**
Staff work hours 8:00 am – 3:45 pm  (School day 8:55 am – 3:35 pm)

**Big Picture Learning Academy**
Staff work hours 8:00 am – 3:45 pm  (School day 8:55 am – 3:25 pm)

As a professional courtesy please call the school if you are cancelling a position that you have already accepted in AESOP if at all possible.
IMPORTANT INFORMATION

- Check in to the main office at the school, please be prompt. Call and let the school know if you are going to be late.
- Substitute teachers shall observe the same hours of duty as the regular teacher. Please supervise hallways at your door before/after school and when students change classes.
- Please use cell phones only on your breaks.
- Follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during your stay. It is the responsibility of the substitute to discover the teaching procedures of the regular teacher and to follow them as nearly as possible. Leave the room in order at the end of the day.
- Shelby County Public Schools does NOT use corporal punishment in any form. Please DO NOT PUT HANDS ON STUDENTS. Do NOT sarcasm with students. If you need assistance with classroom management or a difficult student call the office or get a colleague to assist you.
- If you see any bullying or abusive behaviors, report this to the office.
- Make a special effort to keep on schedule (lunchroom, dismissal, etc.) otherwise, you may upset the schedule of other classes or even the entire school.
- Do NOT leave students unsupervised at ANY time.
- As you enter the classroom check for emergency procedures. They should be posted in every classroom. If first aid or medical assistance is needed for a student call the office immediately.
- Maintaining good professional relations is an important responsibility for all of us in the teaching profession. Mutual respect with students and staff is essential. Be the mentor or advisor, not the friend.
- As an employee of SCPS remember that information about any student is considered confidential. Do not discuss students except with school personnel. All information regarding students is to be held in strict confidence. Do not post information about students/school on your social media.
Absence and Substitute Management

LOGGING IN ON THE WEB

To log in to the absence management system, type aesoponline.com in your web browser's address bar.

The Sign In page will appear. Enter your ID and PIN and click Login.

CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the Login Problems link next to the "Login button for more information.

SEARCHING FOR AVAILABLE JOBS

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, simply click the Accept button next to the absence. If you do not want to accept this job, click the Reject button, instead.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click Help Resources and select Frontline Support to go to the Learning Center to search a knowledge base of help and training materials.

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ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call into Absence Management

To call, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:
- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

When you receive a call, you can:
- Listen to available jobs – Press 1
- Prevent absence management from calling again today – Press 2
- Prevent absence management from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.
SHELBY COUNTY PUBLIC SCHOOLS  
2017-2018  
SUBSTITUTE TEACHER SALARY SCHEDULE  
RECOMMENDED  

<table>
<thead>
<tr>
<th>Rank</th>
<th>Regular Pay</th>
<th>Note</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>$115 per day</td>
<td>Master’s degree plus 30 additional hours</td>
</tr>
<tr>
<td>II</td>
<td>$105 per day</td>
<td>Master's degree and valid teaching certificate</td>
</tr>
<tr>
<td>III</td>
<td>$95 per day</td>
<td>Bachelor's degree and valid teaching certificate</td>
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<tr>
<td>IV</td>
<td>$85 per day</td>
<td>95+ hours or more and an emergency substitute teaching certificate</td>
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</tbody>
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**Retired substitute teachers:** A retired substitute teacher will receive an additional $10 per day based on their Rank.

**Long-term substitute pay:** A substitute teacher holding a valid Kentucky teaching certificate who works in the same assignment for an extended period with no break in service shall receive long-term substitute teacher pay on the 20th consecutive day and all subsequent days in the same assignment. Long-term substitute teacher pay shall be calculated as two (2) times the regular pay, not to exceed the Daily Wage Threshold, if applicable.

**Substitutes in administrative positions:** A substitute in an administrative position will be paid the daily rate for the position in accordance with the approved salary schedule at their rank and zero years' experience, limited by 80% of their Daily Wage Threshold, if applicable.
**2017-2018 PAYROLL DATES**

<table>
<thead>
<tr>
<th>PAYDAY</th>
<th>AESOP PAY RANGE</th>
<th>SCHOOL PAYROLL DUE 8AM</th>
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<tbody>
<tr>
<td>07/14/2017</td>
<td>06/22/17-07/05/17</td>
<td>JULY 5</td>
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<tr>
<td>07/28/2017</td>
<td>07/06/17-07/19/17</td>
<td>JULY 19</td>
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<td>08/15/2017</td>
<td>07/20/17-08/04/17</td>
<td>AUG 4</td>
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<td>08/30/2017</td>
<td>08/05/17-08/21/17</td>
<td>AUG 21</td>
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<tr>
<td>09/15/2017</td>
<td>08/22/17-09/06/17</td>
<td>SEPT 6</td>
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<td>09/29/2017</td>
<td>09/07/17-09/20/17</td>
<td>SEPT 20</td>
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<td>10/13/2017</td>
<td>09/21/17-10/04/17</td>
<td>OCT 4</td>
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<td>10/05/17-10/19/17</td>
<td>OCT 19</td>
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<td>11/15/2017</td>
<td>10/20/17-11/06/17</td>
<td>NOV 6</td>
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<td>11/07/17-11/17/17</td>
<td>NOV 17</td>
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<tr>
<td>12/15/2017</td>
<td>11/18/17-12/06/17</td>
<td>DEC 6</td>
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<td>12/29/2017</td>
<td>12/07/17-12/15/17</td>
<td>DEC 15</td>
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<tr>
<td>01/12/2018</td>
<td>12/16/17-01/03/18</td>
<td>JAN 3</td>
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<td>01/30/2018</td>
<td>01/04/18-01/19/18</td>
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<td>02/15/2018</td>
<td>01/20/18-02/06/18</td>
<td>FEB 6</td>
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<td>FEB 16</td>
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<td>03/15/2018</td>
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<td>MAR 6</td>
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<td>03/07/18-03/21/18</td>
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<td>04/13/2018</td>
<td>03/22/18-04/04/18</td>
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<td>MAY 18</td>
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<td>06/15/2018 **</td>
<td>05/19/18-06/06/18</td>
<td>JUNE 6</td>
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<tr>
<td>06/29/2018</td>
<td>06/07/18-06/20/18</td>
<td>JUNE 20</td>
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**Deadline for all docks to be submitted to payroll.**

**Cutoff for all changes for summer payrolls including direct deposit.**
COMMONWEALTH OF KENTUCKY
WORKERS' COMPENSATION NOTICE

Employees of this business are covered by the Kentucky Workers' Compensation Act
(KRS Chapter 342) Conspicuous Posting of this Notice is required by law

Shelby County Board of Education
1155 W Main St
Shelbyville, KY 40066

Policy Number: 386915
Effective: 07/01/2017-07/01/2018

Shelby County Board of Education
Location Name: Shelby County Board of Education
Workers' Compensation Carrier: Kentucky Employers' Mutual Insurance
250 W Main St Lexington, KY 40507
Contact KEMI Center for Assistance: 1-800-868-4553 or 1-859-425-7800

REPORT AN INJURY
EMPLOYEES: If injured, notify your supervisor immediately when possible, notice should be in writing. Failure to notify your supervisor could result in denial of benefits. Obtain medical care. Your employer must pay for all necessary medical care to treat a workplace injury. The employee may select the physician or medical facility to render care. If the employer is enrolled in an approved Managed Care Plan, employee selection of physicians is limited to the Approved Provider Network, except in certain emergencies. For injuries requiring continuing care, the employee must designate a treating physician. A form to do so will be furnished by your employer or its insurance carrier.

This employer is participating in a Managed Care Plan for medical care. The Managed Care Plan is Bluegrass Health Network. For information call 1-800-868-4553 or 1-859-425-7800. DISABILITY BENEFITS to replace wages lost due to a workplace injury are payable under the Workers' Compensation Act after seven (7) days of disability. A Claim must be filed with the Office of Workers' Claims within two years of the date of injury, or last payment of temporary total disability benefits.

NEED ASSISTANCE?
Contact your employer's claim representative. If your questions about workers' compensation rights are not promptly answered, call The Kentucky Office of Workers' Claims at 1-800-554-8601 to speak to an Ombudsman or Workers' Compensation Specialist.

EMPLOYER SUPERVISORS – NOTIFY MANAGEMENT IMMEDIATELY OF ALL INJURIES SO THAT TIMELY REPORTS CAN BE MADE AS REQUIRED BY LAW.
Professional Code of Ethics

Section 1. Certified Personnel in the Commonwealth:

- Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession.

To Students:

- Shall provide students with profession education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety and emotional well being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- 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.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement and
- 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.

To Parents:

- Shall make reasonable effort to communicate to the parent(s) information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- 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.

To Educational Professionals:

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of fact to the educator’s own qualifications or those of other professionals.
Drug-Free Workplace Notice

Pursuant to Board Policies 03.1325 and 03.2325 (see policy section of this booklet), employees (certified or classified) disrupting the educational process are subject to disciplinary action. The following serves both as procedures to follow and notification to all employees related to a drug-free workplace as required by Federal Regulation 54 CFR 4946.

Administrative Procedures

YOU ARE HEREBY NOTIFIED that it is a violation of the policies 03.1325/03.2325 of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done for the district. That includes any place where work on a school district program, project or activity is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment with this district that you will comply with the above policies of the school district and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five days after such conviction.

An employee who violates the terms of the school district's drug-free workplace policies may be non-renewed or his/her employment may be suspended or terminated, at the discretion of the Superintendent. As an alternative the Superintendent may choose that an employee who violates the terms of the school district's drug-free workplace policies shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Superintendent. If the employee fails to satisfactorily participate in such program, the employee shall be non-renewed or his/her employment may be suspended or terminated at the discretion of the Superintendent.
Certified Substitute Employees

Retirement

Contributions: Substitute employees (filling the role of a teacher) contribute to the Kentucky Teacher’s Retirement System, the same as for active teachers. The contribution rate for Kentucky Teacher’s Retirement System (KTRS) depends on when the employee becomes a member of KTRS. Certain other conditions and special circumstances may apply. Questions may be (contingent upon vesting requirements). This is in addition to withholdings for Medicare, which are required for all substitute teachers, including retired teachers. Medicare withholdings are matched locally at the same rate.

Eligibility: Participation is mandatory for all substitute teachers, including retired teachers.

Withdrawal of Contributions: Contact KTRS regarding requirements and options available to you.

Contact: Teacher’s Retirement System of Kentucky
        479 Versailles Road
        Frankfort, Kentucky 40601-3800
        (800) 618-1687

Website: www.ktrs.ky.gov

Special Notes for Retired Teachers: There are specific rules for retirees returning to work. These rules differ based on the date of retirement and whether or not the retiree is returning to work for the school district from which he/she retired. It is the employee’s responsibility to fully understand the effect of various KTRS regulations and how a decision to return to work may impact the individual’s retirement.

Tax-Deferred Retirement: Substitute certified personnel (as well as all other employees) are eligible to participate in tax-deferred retirement plans. Contact the Central Office for information on approved tax-deferred retirement companies.

PLEASE NOTE: The KTRS rules have become increasingly complex in recent years. The information contained herein is provided to assist employees and is accurate to the best of our knowledge. Employees are encouraged to contact KTRS to verify the information contained herein and for answers to specific questions.

Updated: July 23, 2008


Substitute Teachers

QUALIFICATIONS

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

SUBSTITUTE LIST

The Superintendent or designee shall maintain a list of qualified substitute teachers. The Superintendent or designee shall engage substitutes from this list. Refusal of assignment as a substitute shall be documented, along with any reason provided.

RETIRED TEACHERS

Retired teachers may be reemployed as a part-time, temporary or substitute teacher in keeping with requirements of the Kentucky Teacher's Retirement System.

LENGTH OF DUTY

Substitute teachers shall observe the same hours of duty as the regular teacher.

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

SUBSTITUTE SALARY AND PAYMENT SCHEDULE

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

EMPLOYMENT NOTIFICATION

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

Nonrenewal of substitute teachers on limited contracts shall be made in compliance with the requirements of KRS 161.750.

REFERENCES:

  KRS 17.160; KRS 17.165; KRS 156.106; KRS 161.605; KRS 161.611
  016 KAR 002:030; 016 KAR 002:120; 102 KAR 001:030; 702 KAR 001:035; 702 KAR
  003:075
  OAG 69-296

RELATED POLICIES:

  03.11, 03.111, 03.121

Adopted/Amended: 08/25/2011
Order #: 30