

Lincoln County Schools

Substitute Employee Handbook



Every Student, Every Classroom, Every Day,
College/Career & Citizenship Ready

Welcome to Lincoln County Public Schools

Congratulations on becoming a substitute for the Lincoln County School District. Our substitute employees are a vital part of our instructional program and essential to helping us provide a high-quality education to each and every student.

The material in this handbook was developed by the Lincoln County Public Schools administration to help provide you with the information you need to work effectively and successfully with our students.

Please take a moment to read this handbook. If you have any questions or concerns, you can call 606-365-2124, or come by the Board office at 305 Danville Avenue, Stanford, KY 40484.

Lincoln County School Board Members:

Marvin Wilson - District 1

Christine Killen - (Vice Chair) District 2

Jenn Broadbent - District 3

Gloria Sneed- District 4

Etta Meek (Board Chair) - District 5

Lincoln County Board of Education Administration:

Bruce Smith - Superintendent of Schools

Diana Hart – Asst. Superintendent

Darren Yaden- Chief Operations Office

Administrative Staff:

Anthony Beeler- Director of Pupil Personnel

Jeannie Cooper- Human Resources Director

Jeff Craiger- Director of Transportation

Chad Davis – Director of Curriculum and Instruction

Claudia Godbey- Director of Exceptional Children

Tracy Griffin- Director of Assessment, Accountability, & Student Data, District Health Coordinator

Brad Smith- Communication Coordinator

Leeann Smith- Director of Finance

Support Staff:

Cathy Adams & Lanetta Lunsford - Technology Resource

Colleen Benson - Admin. Asst. to the Superintendent, Board Secretary, Substitute & Volunteer Coordinator, Community Ed. Director

Leticia Burns - ELL Coordinator

Marla Cook -Classified Payroll

Morgan Dishon -Certified Payroll

Betty England - Migrant Recruiter

Cathy Hettmansperger- Food Services

Melinda Jones -Accounts Payable

Erica Mills- Receptionist/Data Entry

Judy Russell- Attendance/Infinite Campus

School Contact Information:

Crab Orchard Elementary – Justin Abbott, Principal

Missy Frith, Secretary
Phone: 606-355-2331

Highland Elementary – Suzanne Montgomery, Principal

Cheryl Statton, Secretary
Phone: 606-365-2768

Hustonville Elementary – David Ledford, Principal

Ashley Lynn, Asst. Principal
June Moore, Secretary
Phone: 606-346-3831

Stanford Elementary – Julia Duncan, Principal

Amanda Foster, Asst. Principal
Betsi Bowen, Secretary
Phone: 606-365-2191

Waynesburg Elementary – Tim Wheeler, Principal

Tabitha Bullock, Secretary
Phone: 606-379-6413

Lincoln County Middle School – Lauren Burnett, Principal

Jonie Douglas, Asst. Principal
Jessica Singleton, Secretary
Phone: 606-365-8400

Lincoln County High School – Michael Godbey, Principal

Missy Robbins & Chase Padgett, Asst. Principals
Olivia Day, Secretary
Phone: 606-365-9111

Code of Ethics for Lincoln County Personnel

Violation of these ethics may be grounds for disciplinary action and/or termination of employment .

Lincoln County Substitute Personnel:

- (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 following obligations to students and colleagues:
 1. Treat students and colleagues in a nondiscriminatory manner
 2. Respect the constitutional rights of all
 3. Take reasonable measures to protect the health, safety and emotional well-being of students
 4. Do not use professional relationships or authority with students for personal advantage
 5. Keep in confidence all information about students and/or colleagues which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law
 6. Do not knowingly make false or malicious statements about students or colleagues
 7. Refrain from subjecting students to embarrassment or disparagement; and
 8. Do 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.
 9. Exemplify behaviors which maintain the dignity and integrity of the district
 10. Do not knowingly falsify or misrepresent records of facts relating to personal qualifications.

APPLICATION AND NEW HIRE PROCESS

Step 1: Complete the Substitute Application at www.lincoln.kyschools.us, JOBS, NOW HIRING, SUBSTITUTE TEACHER OR CLASSIFIED SUBSTITUTE, APPLY

Step 2: Call the Board of Education at 606-365-2124 to set up an appointment for background checks. Backgrounds can be done at the Board office. The FBI fingerprint background is \$53.25 and can be paid with a credit or debit card. The Child Abuse/Neglect check is \$10.00 and can be paid with exact cash or a check.

Step 3: Complete New Hire paperwork and trainings. These will be set up when you come in for the background checks.

A Substitute will be removed from the active substitute list if:

- a) The substitute calls or writes a statement requesting such action.
- b) The substitute has not taken an assignment with the district within a reasonable time period.
- c) The substitute does not work a minimum of 10 days within a school year.
- d) The substitute's performance proves unsatisfactory.
- e) The substitute's name will be removed from an individual school list at the request of the principal.

This handbook is not intended to create or constitute an express or implied contract between Lincoln County Schools and any of its employees.

Lincoln County Schools may terminate the employment relationship at any time for any or no reason. This is called "At-Will" employment. **Please note that as an "At-Will" employee you are not eligible for unemployment compensation.**

Substitute Training

In order to provide all substitutes with the tools necessary to be successful, the district provides a required online training course through Public School Works. Substitutes cannot begin working until all training are complete and a copy of the transcript is sent to the Substitute Coordinator at the Board of Education.

Accessing Substitute Online Platforms (Frontline)

Once all paperwork is complete and background check reports received, substitutes are sent a letter with important access information including:

- 1) Finding and Accepting Jobs: The Frontline Absence Management system is used to process substitute assignments. The letter includes directions for utilizing the telephone system to accept substitute assignments along with a personal access ID and PIN number. Online access is also available and requires a valid email address.
- 2) Online Pay Stub Access: Substitute are paid via direct deposit and directions for accessing the online pay stub along with a personal ID and PIN number are in your letter.
- 3) For Questions or Assistance: Contact Colleen Benson at 606-365-2124 or colleen.benson@lincoln.kyschools.us

Because your letter includes important and sensitive personal information, it's a good idea to keep it in a secure location. Pay stubs are accessible online at www.lincoln.kyschools.us

(SAMPLE LETTER)

Welcome to Lincoln County Schools!

Using Frontline to Find to Accept Jobs:

1. You may interact with the Frontline system by way of a toll-free, automated voice instruction menu at 1-800-942-3767.
2. The system will also make phone calls to substitutes to offer jobs during the following hours: 5:30AM – 12:00PM in the morning and 4:30PM - 10:00PM in the evening.
3. To interact with the online version of Frontline, you must have a valid email address.

Important Notes:

To access the automated Frontline Absence & Time solution, you will need to enter your ID and PIN numbers as follows:

Phone/ID Number: 606 555 6303
PIN Number: 78XXX

If you accept a job, you will be issued a confirmation number. Please remember that your transaction is not complete until Frontline supplies you with a confirmation number. Frontline will automatically make a recording of your name on the phone system. To review or change the recording of your name, call into Frontline and select option 4.

An email will be sent from Frontline with online access information. The online system allows you to search for and accept jobs without waiting on a phone call.

It is your responsibility to be aware of school closings. In the event school is closed you will not report to work or be paid. School closings are always posted on our web page at www.lincoln.kyschools.us and in a variety of local media outlets.

To access your online pay stub, go to www.lincoln.kyschools.us –click the Menu tab at the top, then Staff Resources, and choose “KEEIS” from the list. Your employee ID is 8XXX and your PIN is your social security number. You will be prompted to change your PIN after you log in.

Compensation

All substitute are paid for the actual number of hours/days worked and are not eligible for benefits. All employees are paid on the 10th and 25th of each month. If a pay day falls on a non-school day (i.e. weekend, holiday), employees are paid on the last in-session school day. All checks are direct deposit. The Salary schedule shows the pay for each substitute position and can be located by at www.lincoln.kyschools.us – JOBS – Salary Schedule.

Expectations

Always remember that you are a valued part of the educational system. Never diminish your role as a substitute. Staff appreciate having a person come into their buildings who is caring and capable. By being prepared, poised, and professional, you will greatly reduce the stress on teachers, students, and yourself.

Change in Circumstance

If you have a change of name, address, or phone number you should notify the Personnel Office in writing or email to colleen.benson@lincoln.kyschools.us.

Professional Attire

Substitutes should maintain high standards of professional appearance, thereby reflecting the dignity of the education profession and serving as role models for students. Generally business casual attire is acceptable, and clothing should be clean without holes or distressed areas. Jeans are acceptable on Friday. Lincoln County T-shirts are also acceptable on Friday however, graphic tees are not. Cooks and custodians can wear jeans during the week and should wear comfortable non-slip shoes.

Confidentiality

The Family Education Rights and Privacy Act (FERPA) has afforded students the right and protection of confidentiality. All student records and any personally identifiable information is confidential and may not be shared with others without expressed written permission. Expectation of all individuals include that knowledge about students and staff of a personal nature that is acquired through one's employment by Lincoln County Schools is not to be shared outside of a professional context.

Tobacco and Vape Products

Tobacco products are not permitted in any school building or on any school property. This includes using them in your vehicle while on school property.

Alcohol and Drug Use

Employees shall not use, distribute, or possess controlled substances or alcoholic beverages in any school building or on any school grounds.

Weapons

Weapons of any kind are not permitted on school property. This includes your vehicle while on school property.

Use of Cell Phones

Cell phones should not be used during work hours except for lunch, breaks, or a legitimate emergency.

Student Safety

Every classroom has a posted Fire Drill Exit and Lock-Down procedure. It is your responsibility to read this carefully and know lockdown procedures, where to go in a severe weather event, and which exit to use in case of an emergency evacuation.

Kentucky law requires any employee, full or part-time, to immediately notify the Cabinet of Families and Children and/or the Kentucky State Police if they have any reasonable indication that a child is being abused or neglected. Failure to do so has resulted in school employees in other districts being charged criminally for failing to notify the appropriate authorities.

Most classrooms and playground accidents can be handled with common sense and by following all bloodborne pathogens protocols. All buildings have a nurse on duty. Please make yourself aware of the location of the school health office and the best way to contact a nurse in the case of an emergency situation.

Refer all students with injury (even minor ones) to the nurse. NEVER give medication to a student. If a student is sick or complains about an illness, contact the school office or health office to find out correct procedure.

IMPORTANT INFORMATION ABOUT LIFE – THREATENING FOOD ALLERGIES

Many of our students have life-threatening food allergies. A food allergy involves an interaction between food and the immune system. There are many types of reactions but the most serious is anaphylaxis. Anaphylaxis is general body shock and can be fatal if under-treated or not treated immediately. Food allergies cannot be cured, and there is no preventative medicine. Avoidance of the food is the only way to prevent a reaction. In the event that the person is in contact with or ingests the offending food, it is imperative that the proper protocol be followed to combat reactions or slow them until additional proper treatment is administered.

SIGNS OF AN ALLERGIC REACTION

MOUTH: itching and swelling of the lips, tongue, or mouth
THROAT: itching and/or a sense of tightness in the throat, hoarseness, and hacking cough
SKIN: hives, itchy rash, and/or swelling about the face or extremities
GUT: nausea, abdominal cramps, vomiting, and/or diarrhea
LUNG: shortness of breath, repetitive coughing, and/or wheezing
HEART: “thready” pulse, loss of consciousness, “passing out”
The severity of symptoms can change quickly!

EMERGENCY PROTOCOL

If the child is identified as having a life-threatening allergy, he/she should have an epi-pen either in the office or that he/she carries with him/her. If ingestion is suspected, contact the office immediately for one of the persons trained in proper administration of the epi-pen.

FOR SUBSTITUTE TEACHERS

Responsibilities of the Classroom Teacher

The classroom teacher is expected to provide:

- 1) Lesson plans that are clearly outlined and easy to follow.
- 2) A daily schedule containing:
 - a. Attendance and lunch count procedures
 - b. Times for each class period
 - c. Lunch periods and breaks
 - d. Free times when you don't have students
 - e. Dismissal time and procedures
- 3) Copies of any answer sheets, worksheets, and/or text excerpts needed for the lesson plans.
- 4) An up-to-date seating chart - you will use this to check attendance at the beginning of each class period.
- 5) A description of routine procedures such as:
 - a. Passing out papers or other supplies
 - b. Transitioning from individual to group work
 - c. Transitions (i.e. hallway expectations, restroom breaks, recess, lunch, other classes)
 - d. Students leaving the room to use the bathroom, go to the office, see the nurse, etc.
 - e. Plans for fire drills, lock down, and other emergencies.
 - f. Any extra duties (i.e. hallway or restroom monitoring, supervising car or bus riders).
- 6) Important information regarding individual children including:
 - a. Special accommodations
 - b. Medical issues

Responsibilities of the Substitute Teacher

Reporting to School:

- 1) Report to school as early as possible, at least 20 minutes before the start of the school day in order to prepare for the day.
- 2) Upon arrival at your assigned school, report immediately to the office where you will be asked to sign in and show a copy of your driver's license or other form of photo identification.
- 3) During the course of the day, substitutes may not leave the building without the specific consent of the school's administration.

Preparation for the Day:

- 1) In the classroom you will need to locate:
 - a. Substitute Folder
 - b. Supplies for lesson plans
 - c. Any equipment needed for plans
 - d. Emergency exit plan (located next to the door)
- 2) If not included in the substitute folder, you will need to obtain information from the school office about the following procedures:
 - a. Attendance and lunch count
 - b. Emergency drills
 - c. Student release from class
 - d. Students seeing the nurse
 - e. Emergencies such as accidents
 - f. Class transitions
- 3) If not included in the substitute folder, you will need to determine whether you are assigned to any of the following extra duties:
 - a. Bus or Car Rider Supervision
 - b. Cafeteria
 - c. Hall or restroom supervision
 - d. Other assignments unique to the school

Suggestions for Success:

- 1) Begin your day affirmatively. Be confident. Make the students aware that "anything does not go." Your first words and actions as a substitute will go a long way in setting the tone for the day. You must command respect by your actions and always remember you are a role model for students to follow. Some guidelines are:
 - a. Write your name on the board
 - b. Greet the students at the door with a smile
 - c. Be friendly but firm
 - d. Be positive and avoid sarcasm
 - e. Be respectful
 - f. Maintain a sense of humor
- 2) Continually circulate among the students. This can be done while following the lesson plans and key to preventing negative behaviors. You should never be seated behind a desk when students are in the room.
- 3) Eliminate problems by phrasing your questions so that the students will answer by raising their hands (i.e. raise your hand if you know how to solve the problem on the board)
- 4) In order to maintain discipline and class control, observe the following guidelines:
 - a. Expect good behavior.
 - b. Should an interruption occur, quietly and positively ask for cooperation.
 - c. Should a situation develop that is relatively serious, contact the office.

NEVER USE CORPORAL PUNISHMENT IN ANY WAY OR TOUCH A CHILD IN AN EFFORT TO DISCIPLINE. NEVER VERBALLY ABUSE A CHILD. Ask for assistance if a discipline problem arises that you are unable to handle.

During the First Period of the Day:

- 1) Wait for opening exercises (i.e. announcements, pledge).
- 2) Take attendance and lunch count.
- 3) Send all absence excuses and bus notes to the office.
- 4) Collect any notes/papers for the regular teacher.

During Class:

- 1) Take attendance.
- 2) Report 'unaccounted for' students names to the office.
- 3) Keep classroom doors closed and locked during instructional time.
- 4) Adhere to time schedules.
- 5) Follow the regular teacher's procedures whenever possible.
- 6) Written assignments should be collected and corrected whenever appropriate and time permits.
- 7) Instruction should be adapted to meet the needs of all students.
- 8) Clear any communication to or from parents with the principal.

Teacher Report:

For each class, leave the following information for the regular teacher:

- 1) The extent to which you were able to follow the lesson plan.
- 2) The status of any uncollected work.
- 3) Any uncooperative students or incidents.
- 4) Some positives from the day

At the End of the Day:

- 1) You are expected to remain fifteen (15) minutes after the closing of school.
- 2) Leave the room in a neat and orderly fashion.
- 3) Inform the office you are leaving for the day.

FREQUENTLY ASKED QUESTIONS

- 1) **What if I get sick or have an emergency and am unable to work on a day I'm scheduled?**
A: Call the school where you are scheduled as soon as possible. A list of school numbers is located on page 4.
- 2) **What if I'm running late?**
A: Call the school where you are scheduled.
- 3) **What if there is a snow or NTI day?**
A: It is your responsibility to be aware of school closings. In the event school is closed you will not report to work or be paid. School closings are always posted on our web page at www.lincoln.kyschools.us and in a variety of local media outlets.

A Final Thought

Without the professional services of people such as yourself, our district could not operate efficiently or effectively. We hope this material will be of value in your assignment as a substitute with Lincoln County Schools. If you have any questions, please contact the substitute coordinator at 606-365-2124 or email colleen.benson@lincoln.kyschools.us

Thank you for your willingness to invest in the lives of Lincoln County Students!