



# **BRECKINRIDGE COUNTY PUBLIC SCHOOLS SUBSTITUTE STAFF HANDBOOK**

**Nick Carter, Ed.D, Superintendent  
Jayme D. Knochel, Assistant Superintendent  
Breckinridge County Board of Education  
86 Airport Rd.  
Hardinsburg, KY 40143  
Phone 270.756.3000 • Fax 270.756.6888**

## Breckinridge County Public School Locations

### **Breckinridge County High School**

2019 East Highway 60, Box 130

Harned, KY 40140

(P) 270-756-3080

Principal: Jonathan Bennett

Asst. Principal: Chad Johnston

Dean of Students: Stephanie Barr

### **Breckinridge County Middle School**

1877 East Highway 60, P.O. Box 39

Harned, KY 40144

(P) 270-756-3060

Principal: Ashley Norwood

Asst. Principal: Justin Arnold

### **Ben Johnson Elementary**

13598 S. Highway 259, P.O. Box 51

McDaniels, KY 40142

(P) 270-756-3070

Principal: Ricky Dudgeon

### **Custer Elementary School**

14880 Highway 690, P.O. Box 51

Custer, KY 40115

(P) 270-756-3040

Principal: Renee Wright

### **Hardinsburg Elementary School**

1340 E HWY 60

Hardinsburg, KY 40143

(P) 270-756-3020

Principal: Jeremy Stone

Asst. Principal: Stace McElfresh

### **Irvington Elementary School**

# 1 Wildcat Way

Irvington, KY 40146

(P) 270-756-3050

Principal: Brandon Hayes

### **Breckinridge County Area Technology Center**

1915 E. Hwy. 60

Harned, KY 40144

(P) 270-756-2186

Principal: Rob Miller

## Central Office Staff

**Superintendent:**

*Dr. Nick Carter*

**Assistant Superintendent:**

*Jayme D. Knochel*

**Chief of Student Services:**

*Mike Harned*

**Chief Academic Officer:**

*Dr. Michael Broadbent*

**Chief Information Officer:**

*Kevin Coomes*

**Chief of Exceptional Child Education**

*Amy Flood*

**Chief Financial Officer:**

*Brett Majors*

**Transportation Coordinator**

*Jarrood Brockman*

**Attendance Clerk:**

*Angie Riley*

**Food Service Director:**

*Debbie Webster*

**Accounts Payable:**

*Angie Dowell*

**Federal Programs Bookkeeper:**

*Debbie Anderson*

**Payroll Officer:**

*Ruby Metcalfe*

**Health Benefits Coordinator/Bookkeeper:**

*Judy Goatley*

**Administrative Assistants to Superintendents:**

*Becky Pollock*

*Melonie Dugan*

Dear Substitute Teacher,

Welcome to the Breckinridge County Public School's Instructional Staff!  
You are a vital member of our school system.

Children in each classroom need to be learning everyday, including when their regular teacher is absent. This is why we need competent substitute teachers who can "stand in" for absent teachers and keep the learning process flowing. In other words, we respect substitute teachers as teaching professionals in their own right.

Substitute teaching is not easy but can be so rewarding. We want our substitute teachers to feel comfortable, confident, and a part of our Breck Strong team. We have developed this handbook, which we hope will also be of some help to you. It is our goal that this handbook will acquaint you with general information, substitute requirements and responsibilities, and how to access school and district policies and procedures.

We are very proud of our school district, and we thank you for being a part of our team!

Sincerely,

Nick Carter, Ed.D  
Superintendent  
Breckinridge County Schools

# **Table of Contents**

## **Section I**

### **General Information**

- Employment of Substitute Teachers
- Assignment to Schools
- Items Needed for Employment
- Substitute Pay Forms and Payroll
- Personnel Folders
- Change of Address, Telephone, Marital Status or Other Information
- Change of Degree or Completion of Additional College Hours
- Inactive Status
- Resignation
- School Closings
- Calendars
- Salary Schedule
- Identification Badges
- Employment Notification

## **Section II**

### **Duties and Responsibilities**

- Policies and Regulations
- Substitute Responsibilities
- Arriving at School and Organizing the Day's Activities
- Fire and Safety Regulations
- Keeping Attendance and Other Records
- Extra Duty Assignments
- Classroom Management and Student Conduct
- Ending the Day

## **Section III**

### **Special Instructions for Substitutes working in a Special Education Assignment**

- Working with Students with Special Needs

## **SECTION I - GENERAL INFORMATION**

### **Employment of Substitute Teachers**

The Kentucky Administrative Regulation 16 KAR 2:030, Substitute Teachers, provides:

To employ a substitute teacher during the temporary absence of the teacher of record for a position, priority in selection and employment shall be given in accordance with the following order:

1) A teacher who holds appropriate regular certification corresponding to the grade level of the teaching assignment; 2) A teacher who holds regular certification for classroom teaching at any grade level; 3) A teacher who holds the Certificate for Substitute Teaching; 4) A person certified on an emergency basis for substitute teaching pursuant to 16 KAR 2:120, who shall be called according to the following descending order relating to the amount of college hours completed:

a) A Bachelor's degree. Applicants who possess a bachelor's degree in any subject area from a regionally or nationally accredited institution of post-secondary education do not need to meet the minimum grade point average requirements (KRS 161.102) b) At least ninety-six (96) semester hours of college credit with at least a 2.45 GPA; c) From sixty-four (64) to ninety-five (95) semester hours of college credit with at least a 2.5 GPA

### **Assignment to Schools**

When the requirements for employment have been met and the Board of Education employs a substitute, the substitute is entered in the SmartFind Express (SFE) subfinder system and will be assigned an identification number (Employee ID number) and personal identification number (PIN). Substitutes will receive a personalized welcome letter and/or email from the district notifying them of their ID and PIN. Use of these numbers allows the substitute to search for and accept teaching assignments. Substitutes will be able to search for jobs 24/7 online and by calling SFE. Substitutes will also receive calls from SFE when jobs are available. Substitutes will be able to view their schedule, create non-work days, leave feedback, and set calling preferences. Training materials for SFE use are available online. There is also an app for ease of use.

### **Items Needed for Employment**

The following are needed in order to complete an application for employment:

1. Applicant Tracking Application
2. Copy of Kentucky teaching certificate. (Emergency certificate is required for those not holding a current valid teaching certificate.)

3. Official transcript showing degree(s) or total number of hours completed.
4. A federal and state criminal records check processed by the KY State Police and FBI.
5. Proof of employment eligibility in the U.S. Applicants must provide their driver's license and social security card for the district to copy.
6. Copy of a physical examination performed by a licensed physician at the applicant's expense. The report must indicate any communicable diseases present at the time of the examination; and, if other health problems are present, they must be identified and any limitations that they would impose on the performance of duties should be addressed by the physician.
7. A Central Registry Check (Child Abuse or Neglect) from the Cabinet for Health and Family Services
8. A thorough knowledge of the substitute teacher handbook is required.
9. Completion of all assigned SafeSchools online trainings

### **Substitute Pay Forms**

At the beginning and end of each day, substitute teachers should report to the school office to sign in/log in on TimeClock Plus. Failure to do so may result in late receipt of your pay. Substitute teachers are paid monthly on the 5th. Payroll periods run from the 16th of the month to the 15th of the following month. Payroll is issued electronically through direct deposit. City, county, state and federal taxes are withheld as well as Medicare and Kentucky Teacher Retirement System deductions.

### **Personnel Folders**

One (1) master personnel file is maintained in the Central Office for each employee. The Principal/Supervisor may maintain a personnel folder for each person under his/her supervision.

### **Change of Address, Telephone, Marital Status or Other Information**

Inform the district's Personnel Department if you change your address, telephone number, name, marital status, or have other important changes.

### **Change of Degree or Completion of Additional College Hours**

If you earn an additional degree, please forward a copy of the official transcript to

the Personnel Department for an adjustment in your earnings. Emergency certified substitutes should complete updated transcripts of any newly earned hours.

### **Inactive Status**

Contact the Personnel Department to request placement on "Inactive" status in the case of extended illness, student teaching, etc. An approximate ending date should be given at the time of the request. Substitutes who have not been used during the period of two fiscal years (July 1-June 30) will be removed from the official substitute roster.

### **Resignation**

Substitutes should submit a written letter of resignation from substitute teaching for the district.

### **School Closings**

Substitutes should listen for public announcements and/or check school email regarding school closings as they will not be paid for the days when school is not in session.

### **Calendars**

Breckinridge County Schools' school calendar is available on the school's website at [www.breck.kyschools.us](http://www.breck.kyschools.us). Substitutes are not normally required for scheduled professional development days, opening day or closing day; however, long term substitute teachers may be required to attend these days at the principal's request and superintendent's approval.

### **Salary Schedule**

The annual board approved salary schedule is posted on the school website. This schedule may be accessed at [www.breck.kyschools.us](http://www.breck.kyschools.us).

### **Identification Badges**

Substitute teachers will be issued identification badges. These badges should be worn in a visible location anytime the substitute reports for service. Please see the office secretary for a badge.



## **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.

## **SECTION II - DUTIES AND RESPONSIBILITIES**

The substitute program is a team effort composed of the substitute, the regular teacher, the school principal, and the district. The success of this program demands the full cooperation and dedication of all members of the team to their duties and responsibilities.

### **Policies and Regulations**

Substitute teachers are expected to familiarize themselves with the policies and procedures of the Breckinridge County Board of Education. All personnel are responsible for observing and carrying out the provisions of the policies and procedures of the Board of Education. The Policies and Procedures handbook is available online at the school website: [www.breck.kyschools.us](http://www.breck.kyschools.us). Any other matters not covered by board policy shall be referred to the school principal.

### **Responsibilities of a Substitute Teacher**

- A substitute must report to the school office in the morning in plenty of time to sign in and receive instructions for the day.
- The substitute should help maintain order among students in hallways, cafeteria, lobby, and assemblies as well as in the classroom. The substitute is expected to be present in the classroom at all times during regularly scheduled periods or when students are present. Students should not be unsupervised within the school building. Substitutes are responsible for all students under their charge and are legally responsible for the welfare of these students.
- Accidents involving any of the students in the substitute teacher's care must be immediately reported to the office of the principal. Only appropriate emergency personnel should move an injured student if there is any concern about his/her physical condition. Student accident reports must be completed for every student accident. These reports should be submitted to the school office.
- Any student appearing to be ill shall be sent to the office immediately for assessment by the school nurse or other trained medical staff. Medication must never be administered to a student unless it is done by trained staff (DMA training).

- Do not keep students after normal dismissal time. Be aware of time schedules for all schools.
- If the existence of a dangerous situation is observed, it is critical that the substitute report the problem to school officials as soon as possible.
- Substitute teachers need to be diligent in protecting the privacy rights of students. Any request for information regarding students from outside school sources should be referred to the school principal. The confidentiality of school situations should be respected. Please do not discuss students, grades, or records with non-school personnel.
- Students may not be searched without reasonable suspicion. Student body searches should only be done with the permission of and in the presence of the principal or his/her designee.
- Sexual harassment (use of sexually explicit language, requests for sexual favors, sexually graphic materials/language, or the creation of a sexually hostile work or learning environment) between and/or among students or staff is legally prohibited and should be reported immediately to the appropriate school administrator.

Substitutes must maintain a professional attitude toward their work and avoid spreading rumors or gossip. Substitutes are on the same professional level as regular teachers and are expected to observe the same professional ethics. Individual criticism of other teachers, staff members, students or other schools destroys public confidence in the school system and the community. A friendly, cheerful and cooperative attitude toward both school personnel and students is essential and will contribute substantially to the success of a substitute.

### **Arriving at School and Organizing the Day's Activities**

The substitute should report directly to the school office on any assignment to receive information regarding teacher assignment. Materials, lesson plans, class rosters, seating charts and records should be found in the assigned classroom. Teachers are expected to have lesson plans prepared in the event of an absence. Lesson plans may be enclosed in a folder the substitute teacher receives in the office or should be left on the teacher's desk. The substitute teacher has the responsibility to carry out the teacher's lesson plans as completely as possible. SFE also allows the absent teacher to leave lesson plans and notes online for the substitute. Teachers should also leave a schedule of daily events (e.g., lunch, bus dismissal, and assemblies).

Substitutes are encouraged to arrive at the school well in advance of the start of the school day. Substitutes should allow enough time to be thoroughly organized before students come into the classroom.

## **Fire and Safety Regulations**

A map of evacuation routes for fire, crisis situations, and disaster drills should be posted in every classroom. You should study these and ask the principal if you have any questions. Many lives depend on your actions should a real disaster occur. Look for a Breckinridge County Schools Emergency Response Plan.

The safety of students requires careful attention. The substitute should follow these safety practices:

- Learn the building evacuation plans in case of a fire drill or emergency.
- Know the procedures in case first aid is needed.
- Include only activities that are considered to be safe.
- Supervise students closely at all times.
- Avoid games that encourage rough play.
- Report to the office any accident or injury, no matter how slight.
- Follow the school policy for administering medication.

## **Keeping Attendance Records**

The substitute teacher must keep an accurate record of the daily attendance. Attendance must be taken each class period.

Elementary substitute teachers must send all excuses brought by students to the front office.

The taking of attendance should not interfere with the students' class work. Problems can be avoided by taking roll after the students begin their assignments. Having tardy students sign in causes the least amount of confusion.

## **Extra Duty Assignments**

Substitutes may be assigned some building responsibilities such as lunchroom duty, hall duty, playground duty, extracurricular duties, etc. The substitute should inquire about extra duty assignments, if any. Since substitutes take the place of regular staff members, they have the responsibility of being on duty at the assigned place and time in order to avoid the risk of liability in case of an accident to a student.

## **Classroom Management and Student Conduct**

Substitutes are expected to maintain control of the classroom. Discipline shall be used in accordance with the provision of the policies, rules and regulations of the Board of Education. As a classroom teacher, you are expected to handle routine discipline problems. Exceptionally difficult problems of student control should be referred to the principal. A written statement of the problem is recommended. Please refer to the Breckinridge County School District Code of Acceptable Behavior and Discipline. Each school will also have student handbooks with specific school policies and procedures. **SUBSTITUTES ARE NOT TO RESTRAIN STUDENTS. SUBSTITUTES SHOULD CALL THE OFFICE FOR ASSISTANCE. DO NOT USE CORPORAL PUNISHMENT.**

## **Ending The Day**

Substitutes shall not leave the building until the time the regular teacher leaves. As a substitute, one assumes the responsibilities of the regular staff member.

The regular teacher appreciates knowing about the progress the students have made during their absences. Substitutes may leave confidential comments to the teacher on Frontline or may leave notes for the teacher in the classroom. The regular teacher also appreciates comments on the behavior of students.

All keys given to substitutes when they report to work must be returned to the office. All money collected during the day must be turned into the office. Money must never be left in the classroom. Any lost or found articles should be noted and left for the regular teacher.

Please report to the office at the end of the day before leaving the building.

## **SECTION III - SPECIAL INSTRUCTIONS FOR SUBSTITUTES WORKING IN A SPECIAL EDUCATION ASSIGNMENT**

Although certain teaching techniques have been effective for the majority of students, some students continue to have learning difficulties. Students may leave your classroom to spend time with their special education, Title I, or RTI teachers.

Many of the schools in the district also have specialized programs that serve a particular category of disability. The school in which you are substituting may have such a program for students identified as being moderate/severe disability (MSD/FMD), mild mentally disabled (MMD), learning or behavior disabled (LBD), or those with an emotional behavioral disability (EBD).

Substitutes should know certain things about exceptional education students when they accept an assignment to substitute in any exceptional education class. The following are best practice suggestions:

1. Routine is generally very important and reassuring to these children.
2. Make your instructions to students simple. Avoid giving too many steps to follow at one time.
3. Be firm but fair.
4. Attention spans may be short, so do not try to work on one subject/activity too long.
5. When you can, reassure students that their regular teacher will be back soon.
6. Do not identify these students as "special education" students or point them out in front of the class. When it is time for them to go to their assigned special education classes, be sensitive.
7. Be familiar with any special plans, emergency plans, or medical needs of individual students in your care.

When substituting, it is important to become familiar with the students with special needs in the classroom. Each student with special needs has a case manager who is responsible for the student's IEP. Consult with the case manager or administrative staff about how to deal with students with special needs.

**Below are common classifications of students with special needs:**

**Mild Mental Disability (MMD)** The Mild Mental Disability program provides a service delivery option for the student who, because of depressed intellectual and adaptive behavior development as determined by recognized standardized tests, requires special education methods and materials to benefit from classroom instruction. This student's intellectual and adaptive abilities indicate that scholastic achievement may not be accomplished without specially designed instruction. The student is integrated into comprehensive program classes for specific social and academic skill development to the maximum extent possible.

**Functional Mental Disabilities/Moderate Severe Disability (FMD or MSD)** To receive services in the Functional Mental Disabilities program, evidence must exist that the student has primary cognitive and adaptive behavior disabilities, severe deficits in overall academic performance including acquisition, retention and application of knowledge, and the disability is manifested during the developmental period. The majority of students in the FMD/MSD program are served in classes located in the schools. All classes are a part of the continuum of service delivery, which include collaboration, resource and special classes. Inclusion with students without disabilities to the maximum extent possible is a primary goal for students in the FMD/MSD program.

**Hearing Impairment (HI)** A student is determined to be hearing impaired and eligible for specially designed instruction and related services if evaluation information collected across multiple settings verifies that: a hearing loss of 25dB or greater exists, deficits exist in processing linguistic information through hearing; and the

hearing disability adversely affects educational performance.

Visual Impairment (VI) A student may be certified as eligible in the Visual Impairment program if it is determined that the student has visual acuity of 20/70 or less in the better functioning eye after correction, and/or has a visual disability which even with correction, adversely affects the child's educational performance. This program serves both partially seeing children and blind children.

Speech and Language Impairment A student may qualify for placement for speech and language impaired students provided that there is evidence of a disorder or significant delay in language and/or speech which adversely affects the student's educational performance. Unlike any other special education program, students may qualify for the services of the Speech and Language Impaired program as a related service to other special education programs, or as the primary disabling condition for speech and/or language impaired students.

Emotional-Behavioral Disorder (EBD) The Emotional-Behavioral Disability program serves students who have emotional- behavioral conditions that significantly interfere with learning and interpersonal relationships to such an extent that specially designed instruction is required in order for the student to benefit from education.

Specific Learning Disabilities (SLD) To receive services in the Specific Learning Disabilities program, a severe aptitude/achievement discrepancy must exist between academic performance and cognitive aptitude. The student receives specially designed instruction only in the specific academic area that the child qualifies such as math, reading, written expression, oral expression or listening comprehension. Therefore, the student may be in the regular program for much of his/her day with modifications being implemented by both the regular education teacher and the special education teacher.

Autism Students with autism usually have substantial language and social skills delays. Some students with autism usually are mainstreamed in the regular program with modifications from both the special and regular education teachers. Other students may be in a special education resource classroom for much of their day in order to receive specially designed instruction based to meet their individual needs. Students with autism may have special schedules and may be receiving assistance from support staff within the school. This information can be obtained from the administrative staff.

504 Students In order for a student to be eligible for a 504 plan, the student must have been determined to have a disability that results in a substantial limitation of a major life activity. This would result in a 504 plan that includes modifications to the regular program. The staff may share this information with the substitute.

# BRECKINRIDGE COUNTY SCHOOLS SMARTFIND EXPRESS (SFE)

Call SmartFind Express at 1-270-545-5704

Or Use the Web Address:

<https://breck.sfe.powerschool.com/homeAction.do>

You will receive an ID and PIN number from the Personnel Department once you have been hired as a substitute teacher. You will also receive an email invite to your school email account.

The app is SmartFind Express. The mobile app code is DPTB.

Assistance with SmartFind Express should be addressed to:

Melonie Dugan, Jayme Knochel, or Kevin Coomes

Board of Education

(270) 756-3000

[melonie.dugan@breck.kyschools.us](mailto:melonie.dugan@breck.kyschools.us)

[jayme.knochel@breck.kyschools.us](mailto:jayme.knochel@breck.kyschools.us)

[kevin.coomes@breck.kyschools.us](mailto:kevin.coomes@breck.kyschools.us)

# BRECKINRIDGE COUNTY PUBLIC SCHOOLS ACKNOWLEDGEMENT FORM 2023-2024 SCHOOL YEAR

I, \_\_\_\_\_, have had access to a copy of the 2023-2024 Substitute Handbook issued by the Breckinridge County Public School District, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

- that this handbook is intended as a general guide to District personnel policies;
- that the District may modify any or all of these policies, in whole or in part, at any time, with or without prior notice; and
- that in the event the District modifies any of the policies contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy by the District.

I understand that as an employee of the District I am required to review and follow the policies set forth in this Employee Handbook, and I agree to do so.

\_\_\_\_\_ Substitute Name  
(please print)

\_\_\_\_\_ Signature of Substitute

\_\_\_\_\_ Date

**Return this signed form to the Central Office.**