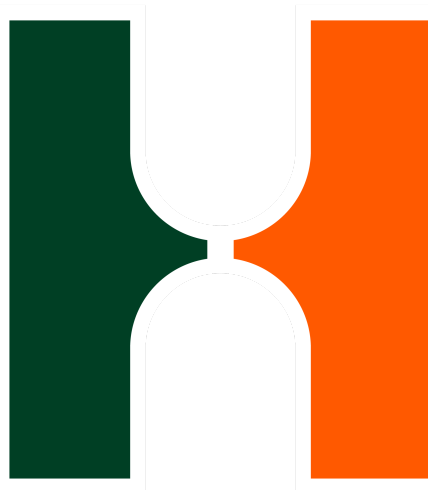


HART COUNTY SCHOOL DISTRICT



Substitute Teacher Handbook

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HART COUNTY SCHOOLS
Administrative Office

25 Quality Street◊Munfordville, KY 42765

Phone: 270-524-2631 Fax: 270-524-2634

www.hart.kyschools.us

Administration

Nathan Smith - Superintendent

Burke Chenoweth – Assistant Superintendent & Chief Academic Officer

Angela Frank – Supervisor of Instruction, Human Resources Director

Kristin Froedge – Supervisor of Instruction, District Assessment Coordinator, Federal Programs

Carri Goodman – Supervisor of Instruction, Professional Development Coordinator

Chris Russell – Director of Food Service & Finance

Daniel Hawkins – Director of Pupil Personnel & Maintenance

Donna LeFevre – Director of Special Education, Section 504 Coordinator, ADA Coordinator & Preschool

Hart County Board of Education

Sheryl Shirley – Chairperson, Tina Rutledge – Vice Chairperson, Wesley Hodges, Sonya Gedda, Tyler Holthouser

School Directory

Bonnieville Elementary School

Georgia Bryson. Principal

7874 North Dixie Highway◊Bonnieville, KY 42713

Georgia.bryson@hart.kyschools.us

Phone: 270-531-1111

Fax 270-531-3331

Memorial Elementary School

Allen Poynter, Principal

1400 North Jackson Highway◊ Hardyville, KY 42746

Allen.poynter@hart.kyschools.us

Phone: 270-5282271

Fax: 270-528-2273

Cub Run Elementary School

Lori Chapman, Principal

170 East Gap Hill Road◊ Cub Run, KY 42729

Lori.chapman@hart.kyschools.us

Phone: 270-524-2925

Fax: 270-524-0531

Munfordville Elementary School

Adam Smith, Principal

505 West Union Street◊ Munfordville, KY 42765

adam.smith@hart.kyschools.us

Phone: 270-524-4651

Fax: 270-524-4652

LeGrande Elementary School

Megan Jones, Principal

70 LeGrande School Road◊ Horse Cave, KY 42749

Megan.jones@hart.kyschools.us

Phone: 270-786-2746

Fax: 270-786-5747

Hart County High School

Greg Cecil, Principal

1014 South Dixie Highway◊ Munfordville, KY 42765

Greg.cecil@hart.kyschools.us

270-524-9341

Fax: 270-524-3251

Welcome
School Year 2022-2023

Dear Substitute Teacher:

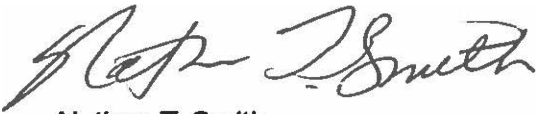
Welcome to Hart County Schools! We hope your work experience with us will be positive and productive. As a substitute teacher, you are a vital member of our instructional team.

The service you have agreed to provide is crucial to the success of our school district, and no school can function without it! Our district believes that substitute teachers play an important role to ensure effective instruction continues in the absence of the regular classroom teacher. Substitutes are responsible for upholding the mission and vision of the district by implementing lesson plans provided by the teachers as well as following and enforcing the policies and rules of the schools and district.

This handbook is provided as a resource for specific substitute procedures for our district. Safety is our number one priority! Please review the safety procedures for each building in which you plan to work. Administrative staff and other school personnel may also provide school-specific information and materials to assist you.

Thank you for serving in the Hart County School District!

Sincerely,



Nathan T. Smith

*Superintendent
Hart County Schools
"Where Students Come First"*

Vision

As a leader of public PreK-12 Education, the Hart County School District has a student-focused culture. We believe all students will achieve success and graduate prepared for college and/or career, as well as for life.

Mission

Working together to provide all students with a quality education that prepares them to be successful citizens.

Hart County Schools is an equal opportunity organization and does not discriminate on the basis of race, color, religion, disability, sex, age or national origin in its employment, programs, or activities.

Pay Rate

Rank I	Master's Degree + 30 hrs. with valid teaching certification	\$125 Per day
Rank II	Master's Degree with valid teaching certificate	\$120 Per day
Rank III	Bachelor's Degree with valid teaching certificate	\$115 Per day
Rank IV	96 hours to non-teaching degree	\$100 Per day
Rank V	65-94 hours	\$95 Per day

Breakfast & Lunch

Breakfast \$2.75

Lunch \$4.60

Dress Code

All certified employees, instructional assistant employees, office personnel and substitutes shall adhere to the following dress code on days of employment compensated by the Board, including instructional days and professional development days:

MEN

- Dress shirt and dress slacks
- Turtleneck with sport coat and dress slacks
- Shoes and socks
- Attire will be neat and attractive as determined by the Principal.

WOMEN

- Dress slacks mid-calf or longer with dress top
- Skirt/jumper with dress top
- Dress suits
- Dresses
- Shoes or dress sandals
- Dresses and/or skirts shall be of knee length or longer
- No revealing clothing shall be permitted such as halter-tops, low cut tops that overexpose the chest area or tops that expose the stomach area.

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personal owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except

with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets. For exceptions, see Board Policies **03.13214/03.23214**.

Additionally, cell phones/telecommunication devices shall not be in use for personal matters by certified staff members while supervising students or providing education services or by classified staff members when working with students or providing educational or job-related services to students, with the exception of instances of an emergency nature of which the employee shall notify the direct supervisor of the necessity of cell phone/telecommunication device access/use. Further restrictions for cell phone/telecommunication devices apply to bus drivers as specified in Procedure **06.2 AP.12**.

Use of Technology

Substitute use of technology shall be restricted to work-related tasks and educational objectives. Substitutes will follow the appropriate procedures, including email, as specified in the district's policy related to access to electronic media (Procedure 08.2323 AP.1). Net management and monitoring software may be used for random access to student and staff accounts to monitor appropriate use of resources. Employees understand that a network management system tracks all internet and email activity. This system records sites visited, length of visits, the user name and the email content. Logs of Internet traffic and email activity will be reviewed periodically to ensure that sites and email communications are appropriate and offer educational value. **Board Policy 08.2323**

Confidentiality

In certain circumstances, employees will receive confidential information regarding students' or employees' medical, educational or court records. Substitutes are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

Medical Checklist

- All students are to report to the office to take medication. The substitute should never give medication.
- The substitute should always wear disposable gloves when coming in contact with blood, broken skin, or other bodily fluids
- If you or your students are exposed to any bodily fluids please wash thoroughly and contact the office immediately.
- Contact the office upon arrival and ask about serious health conditions the students you are serving may have.
- Report all injuries to the office no matter how severe.

Hours of Service

Substitute teachers are to work the same number of hours as regular teachers. The day begins at 7:45AM and ends at 3:15PM.

Positive Classroom Management

Classroom management is often the most challenging obstacle for substitute teachers. As you are working in schools, take note of which teachers have good classroom management. As you pick up ideas from them, write them down and try them out.

- You should familiarize yourself with the discipline procedures of each school you are serving.

- You should always be firm, fair and consistent.
- Always follow through with what you say you are going to do.
- If misbehavior is serious enough, contact another teacher or the principal.
- Leave the teacher a note regarding any problems you may encounter.

Discipline by Design www.honorlevel.com

Discipline Techniques that Do Not Work

- Yelling
- Insisting on having the last word
- Using tense body language, such as rigid posture or clenched hands
- Using degrading, insulting, humiliating, or embarrassing put-downs
- Using sarcasm
- Using physical force
- Making assumptions
- Backing the student in the corner
- Pleading or bribing
- Making unsubstantiated accusations
- Holding a grudge
- Mimicking the student

Extra Activities for Use When Needed

Students should never receive “down time”. During the school day, you may encounter times when the classroom teacher failed to leave enough work. You do not want the students to get bored or start misbehaving. Below are a few activities to use to keep the students engaged.

- Have the students read silently.
- Have each student create five questions from prior content. Collect the questions from the class and discuss how to answer each problem.
- Check the computer lab time.
- Look at a copy of the daily newspaper. Have students discuss a topic. (What happened, what caused the event, and what needs to be done to solve the problem)
- Answer chapter reviews in textbooks.
- Flash Cards! Every classroom should have a set.
- Multiplication games with playing cards.
- Grab a Coach book and ask review questions.
- Be prepared. Take your own games, supplies, and activities to work.

Check-in Procedures/Important Numbers (extensions)

Bonnieville Check-In Procedure

Teachers are to be in the building by 7:45 AM. Classroom keys are obtained by the principal. To obtain a key, substitutes are required to leave their car keys in the principal's desk until the classroom key is turned in at the end of the day.

BONNIEVILLE

Georgia Bryson, Principal	1015
Tara Smith, Counselor	1014
Kay Wright, Secretary	1011
Susan Rowe, Bookkeeper	1016
School Nursing Assistant	1018

Cub Run Elementary Check-In Procedure

Sign-in the office, showing your driver's license to our secretary . She will also ask you for your car keys and will give you a key to the building so you can access your assigned classroom(s). Proceed to your assigned area.

CUB RUN

Lori Chapman,Principal	2224
Matt Hawkins, Counselor	2223
Katrina Thompson, Secretary	2225
Patricia Thompson, School Nurse	2222

HCHS Check-In Procedure

- Park on the Highway 88 side of the building in spots 1-50.
- Please report to the front office where you will receive a substitute folder and additional directions for your day with us.
- You will be asked to leave your car key in exchange for a room key to use throughout the day. At the end of the day, please return the substitute folder and the room key to receive your car key back.
- You can have your substitute timesheet initialed by any administrator or secretary at the conclusion of the day.

Hart County High School

Greg Cecil, Principal	3100
Anthony Boone, Assistant Principal	3102
Tracy Sims, Assistant Principal	3103
Crystal Thompson, Grades 9-10 Counselor	3104
Christie Wilcoxson, Grades 11-12 Counselor	3105
Kelli Thompson, Receptionist	3107
Cassie Thompson, Attendance Clerk	3108
Lauren Hawks, Guidance Secretary	3110

LeGrande Elementary Check-In Procedure

Sign-in the office, showing your driver's license to our secretary . She will also ask you for your car keys and will give you a key to the building so you can access your assigned classroom(s). Proceed to your assigned area.

LEGRANDE

Megan Jones , Principal	2311
Jeff Reed , Counselor	2312
Crystal Cecil , Secretary	2326
School Nurse	2325

Memorial Elementary Check-In Procedure

Sign-in the office, showing your driver's license to our secretary . She will also ask you for your car keys and will give you a key to the building so you can access your assigned classroom(s). Proceed to your assigned area.

MEMORIAL

Allen Poynter , Principal	2403
Heather Shields , Counselor	2408
Stacy Sanders , Secretary	2402
Robin Cecil , Bookkeeper	2401
School Nurse	2437

Munfordville Check-In Procedure

Check in with Mrs. Collette, in the main office. Classrooms will already be unlocked.

MUNFORDVILLE

Adam Smith , Principal	2507
Christina Boone , Assistant Principal	2546
Ryan Scott , Counselor	2541
Elizabeth Williamson , Receptionist	2556
Summer Chaney , Bookkeeper	2538
School Nurse	2533

Safety Procedures

A number of procedures and drills are in place to safeguard our students and staff. If for any reason you feel that we need to practice a particular drill more than usual please let me know and I will schedule additional drills. **A change to the drill procedure beginning in the 19-20 school year is that faculty and students will be given advanced warning of any drill that will occur.** This ensures that faculty can be prepared, that they can reassure students that it is a drill, and that in the case of an alarm going off without prior warning, the faculty know that it is to be taken very seriously.

Safety Plan

The school safety/transportation plan is included in this handbook. Please encourage students and parents to follow the plan. Remember, all staff should park at the left-hand side of the building adjacent to the computer lab or in the parking spaces in front of the school. The area in front of the gym should be available for morning and afternoon traffic.

Fire Drill

Two fire drills will occur during the first two weeks of school. Thereafter, drills will occur on a monthly basis. Please adhere to these procedures when the alarm sounds:

1. Immediately stop class and instruct students to form a line.
2. **Secure your grade book or class roster.** A new policy for the 19-20 school year includes wait time in order to ensure that the building is secure before exiting. Please have your students line up and wait **one minute** before exiting the classroom.
3. Turn off lights in the classroom and shut the door behind you, making sure no students are left behind.
4. Guide the students to the nearest exit; if the normal exit is blocked, advance to the next closest exit; remain calm and do not run.
5. Assemble your students at least 40 feet away from the building; check your class roll.
6. Report any missing students to the principal, counselor, or fire rescue personnel.
7. Post a fire exit map on the classroom wall near the door at eye level of most students.

Tornado Drill

An initial drill will occur during the first month of school and will be followed by additional drills during peak tornado season (February, March, and April). Please adhere to these procedures:

1. Lead students in an orderly fashion to the designated area.
2. Assist students in assuming the defensive position: kneel, face down, knees drawn up under chest, head covered with hands (and/or a blanket, coat, open book, etc.)
3. Bring along the grade book/rosters and check for missing students during the drill.
4. Students will remain with the teacher in charge of them at the time of the alarm.

Earthquake Drill

There will be an annual earthquake drill. The proper procedures are as follows:

Indoors

- Drop and take cover under desks, tables, or other heavy furniture, in interior doorways or narrow halls, or against weight bearing walls.
- Stay away from windows, light fixtures, and suspended objects
- Do not rush through hallways for any reason
- After tremors cease, evacuate the building and move all personnel/students to safety.

Outdoors

- As appropriate, move away from the buildings.
- Avoid utility poles and overhead wires.
- Do not enter any building that has sustained damage until authorized personnel have examined the structure and declared to be safe.

School Lockdown

The school will have a school lockdown drill in which each teacher will secure their classroom and students as if an intruder has entered the building. As part of the school's safety procedures, each teacher should keep his/her door locked at all times. During this drill students should be secured in a fashion that would not allow an intruder to see them in the classroom. Above all it is our duty to keep our kids safe.

Lockdown- Intruder Alert

1. In the event that an intruder comes into the building, office staff will make every attempt to make as clean and specific announcement as possible. The announcement may be something similar to: "There is an intruder in the building or there is a shooter in the building." Every attempt will be made to detail where the intruder or shooter is located in the building.
2. Once an announcement is made of an intruder, we will follow the procedures below:
 - Students are to be cleared from the halls immediately and report to the nearest available classroom.
 - Assist those needing special assistance.

Lockdown--In the Classroom

- IF a staff member deems it necessary to stay in place in a classroom and evacuation is not an option, they should follow the following procedures:
 - Close and lock all windows and doors. Pull the blinds to obstruct the view of the classroom from outside the building.
 - Stay away from all doors and windows. Move students to interior walls and seat students in a "Criss-Cross" sitting position.
 - BE QUIET!
 - Secure the first aid supplies in case they are needed
 - Secure class roster
 - Wait for further instructions
 - Follow ALICE training guidelines (see below) regarding securing the doorway, blocking the doorway and countering against the intruder should this become necessary.

Classes will remain in lockdown until specifically told otherwise by announcement or by a room-by-room notification by authorized personnel.

Intruder Alert--Evacuation of Building

- In the event of an intruder alert in the building and IF a staff member deems it appropriate to evacuate the building the teacher/staff member will follow ALICE training guidelines provided below:

The Information below concerning ALICE training is taken and/or adapted from <https://www.alicetraining.com/>

Alert is your first notification of danger.

ALERT is when you first become aware of a threat. The sooner you understand that you are in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

Lockdown: Barricade the room. Prepare to EVACUATE or COUNTER if needed.

If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

Inform: Communicate the violent intruder's location and direction in real time.

The purpose of INFORM is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.

Counter: Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting

ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. Counter is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate.

Evacuate: When safe to do so, remove yourself from the danger zone.

Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.

2022-23 WEEKLY - TimeClock Timesheet & Leave Card Schedule

Submit Digital Timesheets - EVERY Friday Afterwork or before Approval Dates		
Approvals & Leave Cards are Due at CO by 10am		
APPROVAL DATES	DATES TO INCLUDE	Pay Check Date
July 4, 2022	July 1st through July 2nd	7/15/2022
July 11, 2022	July 3th through July 9th	7/29/2022
July 18, 2022	July 10th through July 16th	7/29/2022
July 25, 2022	July 17th through July 23rd	8/15/2022
August 1, 2022	July 24th through July 30th	8/15/2022
August 8, 2022	July 31st through August 6th	8/30/2022
August 15, 2022	August 7th through August 13th	8/30/2022
August 22, 2022	August 14th through August 20th	9/15/2022
August 29, 2022	August 21st through August 27th	9/15/2022
September 5, 2022	August 28th through September 3rd	9/30/2022
September 12, 2022	September 4th through September 10th	9/30/2022
September 19, 2022	September 11th through September 17th (3 wks)	10/14/2022
September 26, 2022	September 18th through September 24th (3 wks)	10/14/2022
October 3, 2022	September 25th through October 1st (3 wks)	10/14/2022
October 10, 2022	October 2nd through October 8th	10/28/2022
October 17, 2022	October 9th through October 15th	10/28/2022
October 24, 2022	October 16th through October 22nd	11/15/2022
October 31, 2022	October 23rd through October 29th	11/15/2022
November 7, 2022	October 30th through November 5th	11/30/2022
November 14, 2022	November 6th through November 12th	11/30/2022
November 21, 2022	November 13th through November 19th	12/15/2022
November 28, 2022	November 20th through November 26th	12/15/2022
December 5, 2022	November 27th through December 3rd (3 wks)	12/30/2022
December 12, 2022	December 4th through December 10th (3 wks)	12/30/2022
December 19, 2022	December 11th through December 17th (3 wks)	12/30/2022
December 26, 2022	December 18th through December 24th	1/13/2023
January 2, 2023	December 25th through December 31st	1/13/2023
NOTE: New employees may not receive their first check until they have worked a complete pay cycle (approximately 10 days).		

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.

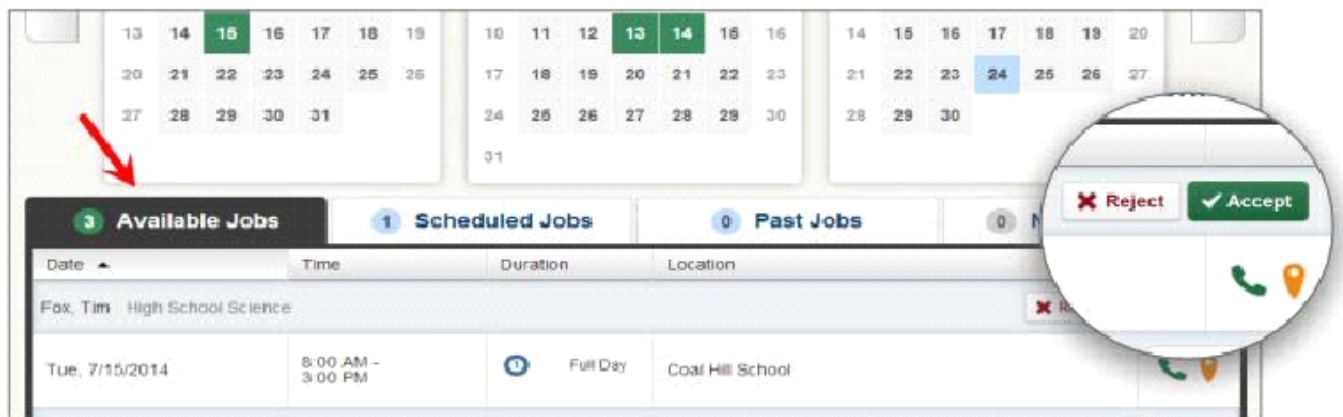
The Sign In page will appear. Enter your ID and PIN and click **Login**.

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

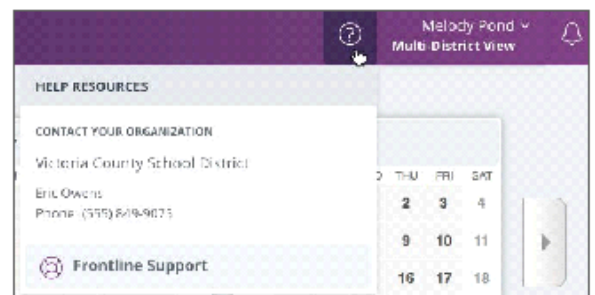
The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



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 the **Help Resources** tab to go to the Learning Center to search a knowledge base of help and training materials.



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.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

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.



Professional Substitute Checklist

ARRIVAL

- Report to the Principal/school office.
- Ask about IEP/504 plans and extra duties assigned to the regular teacher.
- Obtain keys, daily schedule, lesson plans and teacher's grade book.
- Ask how to report tardy or absent students and how to refer a student to the office.
- Locate teachers' restrooms and work room/lounge.
- Introduce yourself to teachers adjacent to your classroom.

BEFORE CLASS

- Write your name on the board.
- Scan lesson plans and locate materials to be used.
- Locate and review building evacuation plans.
- Check for posted fire drill, bomb threat, lockdown, tornado and other safety related instructions.
- Review class rules as posted or listed in the teacher's lesson plans.
- When the bell rings, stand in the doorway and greet students as they enter.
- Use the seating chart, if provided, to take attendance.

THE REST OF THE DAY

- Greet students at the door and involve them in a learning activity right away.
- Review the schedule and routine with the class.
- Carry out the lesson plans and assigned duties to the best of your abilities
- Improvise if needed by extending practice, elaborating on activities, or supplementing lesson plans.
- Use planning time to grade work and prepare for the remainder of the day or the next, if you will be returning.
- Be fair, flexible and consistent in dealing with students.
- Be positive and respectful in your interactions with students and staff.

DEPARTURE

- Instruct students to straighten and clean their work areas.
- Remind students of homework.
- Complete any forms the teacher/Principal directed you to prepare.
- Leave the teacher a note of what was or was not accomplished: attach any documents received that day.
- Organize and label work turned in by students.
- Close windows, turn off equipment and lights, and leave the room in good order before you lock the door, if directed to do so.
- Turn in keys, grade book, and any money collected to the office, listing who turned in the money and for what purpose.
- Confirm if you will be needed again the next day.