Oldham COUNTY SCHOOLS *Continuing the Tradition of Excellence*

OLDHAM COUNTY SCHOOLS

SUBSTITUTE TEACHER HANDBOOK

2022-2023

This handbook is a living document with policy guidelines that lists expectations for 'Professionalism and Confidentiality'.

6165 W. Highway 146, Crestwood, KY. 40014 Phone: (502) 241-3500 Fax: (502) 241-3209 www.oldham.kyschools.us

TABLE OF CONTENTS

School Directory	2
Oldham County Schools Board Members	3
Board of Education and Central Office Staff	4
Comments from the Superintendent	5
Mission Statement of Oldham County Schools	5
Attendance	5
Change of Address/Telephone Number	5
Selection and Employment of Substitute Teachers	5
Required Documents	5
Background Check	6
Medical Requirements	6
Medicare Tax	6
Kentucky Teacher Retirement System (KTRS)	6
Substitute Teacher Pay Scale	7
Long-Term Assignments	7
Substitute Teacher Pay Incentive Program	8
Substitute Teacher Payroll Dates	9
Direct Deposit Information	10
Assignment	10
Reporting to an Assignment	10
Records to be Kept	11
Lesson Plans	11
Classroom Behavior	11
Homework	11
Responsibilities Outside the Classroom	12
Methods to Use to Keep Discipline Problems from Developing	12
When Discipline Problems Arise	12
Completing an Assignment	13
Suspected Abuse/Neglect	13
Items Requiring Office Approval	13
Unemployment Compensation	14
Substitute Warning and Exclusion Letters	14
Requirements for Maintaining Active Substitute Status	14
Code of Ethics	15
Insurance: Worker's Compensation	16
Workplace Safety Plan (5014-AR)	17/18
School Safety	19
Pupil Transportation	19
Building and Grounds	19
Food and Allergic Reactions	20
Emergency Protocol	21
Management of Food Allergies (9009.04-AR)	22/23
Use of Restraint and Seclusion	24/25
Acceptable Use – Electronic Resources (4083-AR)	26/27/28
Resignation Form	29/30
School Calendar	31

Oldham COUNTY SCHOOLS

SCHOOL DIRECTORY

SCHOOL	STREET	CITY, STATE, ZIP	PHONE
Oldham County Preschool	4309 Brown Blvd.	La Grange, KY 40031	502-222-3700
Buckner Elementary School	4307 Brown Blvd.	La Grange, KY 40031	502-222-3712
Camden Station Elementary School	6401 West Highway 146	Crestwood, KY 40014	502-241-1271
Centerfield Elementary School	4512 Centerfield Drive	Crestwood, KY 40014	502-241-1772
Crestwood Elementary School	6500 West Highway 146	Crestwood, KY 40014	502-241-8401
Goshen Elementary School	12518 Ridgemoor Drive	Prospect, KY 40059	502-228-0101
Harmony Elementary School	1901 South Highway 1793	Goshen, KY 40026	502-228-2228
Kenwood Station Elementary School	6321 Veterans Memorial Pkwy.	Crestwood, KY 40014	502-241-1452
La Grange Elementary School	500 W. Jefferson St.	La Grange, KY 40031	502-222-9454
Locust Grove Elementary School	1231 East Highway 22	Crestwood, KY 40014	502-222-3521
East Oldham Middle School	1201 East Highway 22	Crestwood, KY 40014	502-222-8480
North Oldham Middle School	1801 South Highway 1793	Goshen, KY 40026	502-228-9998
Oldham County Middle School	4305 Brown Blvd.	La Grange, KY 40031	502-222-1451
South Oldham Middle School	6403 West Highway 146	Crestwood, KY 40014	502-241-0320
North Oldham High School	1815 South Highway 1793	Goshen, KY 40026	502-228-0158
Oldham County High School	1150 North Highway 393	La Grange, KY 40031	502-222-9461
South Oldham High School	5901 Veterans Memorial Pkwy	Crestwood, KY 40014	502-241-6681
Buckner Alternative School	1350 North Highway 393	La Grange, KY 40031	502-222-3767
Arvin Education Center	1650 Colonels Drive	La Grange, KY 40031	502-222-0131
CAPAA - Creative and Performing Arts Academy	7105 Floydsburg Road	Crestwood, KY 40014	502-241-6018

BOARD MEMBERS

DISTRICT 1: *Joyce Fletcher, Board Chairperson*

Elementary Schools – Goshen Elementary
Middle Schools – North Middle
High Schools – North High

DISTRICT 2: *Suzanne Hundley, Board Member*

Elementary Schools – Camden Station, Crestwood, Kenwood Station
Middle Schools – South Middle
High Schools – South High

DISTRICT 3: *Larry Dodson, Board Member*

Elementary Schools – Camden Station, Centerfield, Crestwood, Locust Grove
Middle Schools – East Middle, South Middle
High Schools – Oldham High, South High

DISTRICT 4: *Andrea Neikirk, Board Member*

Elementary Schools – Buckner, Centerfield, LaGrange, Locust Grove
Middle Schools – East Middle, North Middle, Oldham Middle
High Schools – Oldham High, South High

DISTRICT 5: *Patrick Kehoe, Board Member*

Elementary Schools – Buckner, Centerfield, Goshen, Harmony, Kenwood Station, Lagrange
Middle Schools – North Middle, Oldham Middle, South Middle
High Schools – North High, Oldham High, South High

IMPORTANT TELEPHONE NUMBERS AND INFORMATION

Oldham County Board of Education:
Mailing address: 6165 W. Highway 146, Crestwood, KY 40014
Web address: www.oldham.kyschools.us

Central Office Phone: 241-3500

Substitute Teacher Coordinator:
Heather Morgan: 241-3514 x111
Email: heather.morgan@oldham.kyschools.us

Director of Personnel:
Rich Graviss: 241-3514 x112
Email: richard.graviss@oldham.kyschools.us

Education Professional Standards Board (EPSB):
888-598-7667
www.kyepsb.net

==========

Frontline Substitute Management Phone Number: 800-942-3767

Frontline Substitute Management Web Address: www.aesoponline.com

Frontline Substitute Management Calling Schedule:

Morning Call out (*current* day jobs only): 6:00am until 12:30pm (Mon-Fri)

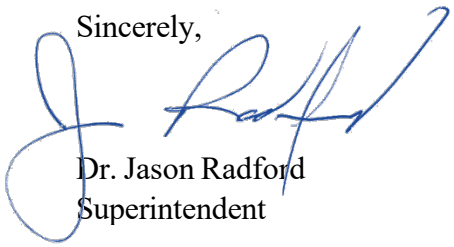
Evening Call out (future jobs): 5:00pm until 10:00pm (Sun-Thurs)

For Assistance/Questions, please call: Heather Morgan at 241-3514 x111

FROM OUR SUPERINTENDENT

The substitute teacher fulfills an important role in our schools. Therefore, it is essential that substitutes view themselves as instructional personnel and strive to follow the lesson plans provided. The administration of the school district supports your efforts and your service in this capacity.

Sincerely,



Dr. Jason Radford
Superintendent

MISSION STATEMENT OF OLDHAM COUNTY SCHOOLS

All Oldham County students, supported by family, community and schools will participate in relevant, engaging, quality learning tasks, in safe, well-designed schools, guided by highly skilled teachers and visionary leaders. Graduates of Oldham County Schools pursue a life of continuous learning, contribute to their communities, participate thoughtfully in American democracy, and compete successfully in the local, national and international economy.

ATTENDANCE

Each school is expected to improve student and staff attendance. The minimum standard for all schools is 96% for students and 97% for staff.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

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

SELECTION AND EMPLOYMENT OF SUBSTITUTE TEACHERS

Whenever a substitute teacher must be employed to serve during the absence of the teacher of record, the position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession. Substitute teacher assignments are made by the Frontline Substitute Management computer system utilizing data entered by the substitute, school requests and/or teacher requests. The principal may request a substitute to change assignments once they have arrived at the school. The principal is responsible for evaluating the allocation of services in the manner deemed best for the administration of the school.

REQUIRED DOCUMENTS FOR SELECTION AND EMPLOYMENT OF SUBSTITUTE TEACHERS

An application, 2 reference forms, copy of the Kentucky Teaching Certificate (if applicable), official college transcript(s), physical examination form/TB risk factor assessment, tax withholding form, criminal records check, child abuse/neglect check and I-9 must be on file in the Personnel Office prior to being hired as a substitute teacher.

BACKGROUND CHECK

State law requires an FBI background check on each new school employee who has supervisory or discipline powers over students. This check must be completed prior to the Superintendent authorizing employment for substitute teaching.

MEDICAL REQUIREMENTS

Under State Board of Education Regulation 704 Kentucky

Administrative Register 4:020:

> All Board of Education employees are required to have a medical examination upon initial employment, which includes a tuberculosis risk factor assessment. Evidence of such shall be submitted to the Personnel Office on the Medical Examination for School Employees form.

MEDICARE TAX

Effective March 31, 1986, all substitutes will have withheld from their payroll checks 1.45% of their wages for a required Medicare Tax. The local board will also match the 1.45% and both deductions will be remitted to the Federal Government.

TEACHERS' RETIREMENT SYSTEM (KTRS)

Effective with the 2002-2003 school year, all substitute teachers are required to participate in KTRS (Kentucky Teacher Retirement System). Your earnings from this job are not covered under Social Security.

For more information, please visit the following website: www.ktrs.ky.gov or phone 1-800-618-1687.

SUBSTITUTE TEACHER PAY SCALE FOR CERTIFIED JOBS

RANK	DAILY RATE	LONG-TERM RATE AFTER 20 DAYS
I	$118.98	$237.96
II	$113.09	$226.19
III	$104.85	$209.70
IV	$102.49	$174.58
V	$100.13	$174.58

Ranks I, II and III are granted as designated on a current Kentucky Teaching Certificate. Rank IV is a bachelor's degree or higher with no minimum GPA or at least 96 college hours with a minimum 2.45 GPA. Rank V is at least 64-95 college hours with a minimum 2.45 GPA. All substitutes who work in classified aide jobs are paid $13.80 per hour, Sub ECS Aide - $14.13.

LONG-TERM ASSIGNMENTS

Long-term assignments are defined as a substitute teacher who has served in one single job for the same certified teacher on consecutive days for twenty or more days. Beginning on the twentieth day, the substitute will be paid based on the appropriate long-term rate above and will be retroactive to the first day of the long-term assignment.

Approved by the Oldham County Board of Education
July 25, 2022

ENCLOSUREM
July 25, 2022

OLDHAM COUNTY BOARD OF EDUCATION

CONCERN
Consider Approval of a new substitute teacher pay incentive program,

DISCUSSION
Last year substitute teachers who worked a certain number of days during the 2021-2022 school year received additional compensation of up to $750, It was paid one time at the end of the year, This school year we would like to change the program slightly and give incentives to substitute teachers throughout the year as they work

Any substitute teacher who works IO or more full days during any calendar month would receive an extra $100 for that month, The pay would be reflected on their next paystub which would be the I5th of the following month, This program would start on August 10th and run through May 31st The program would last for 10 months, with potential earnings of a $1,000 per substitute for the school year, Oldham County schools ranges from 12 student instructional days a month to 22 student instructional days a month, The smallest number of student instructional days is in the month of December with 12 days and the largest month is March with 22 days of instruction,

The tracking of days would be completed by our Substitute Teacher Coordinator who would track the days and then provide a list of all eligible substitutes to the payroll department at the end of each month,

RECOMMENDATION
Approve the monthly incentive program of paying substitute teachers a $I00 for each month they work 10 or more full days during a calendar month, this program will run August 2022 through May 2023,

---

On a motion by Suzanne Hundley, seconded by Patrick Kehoe, and unanimously carried, the Board approved the monthly incentive program of paying substitute teachers a $100 for each month they work 10 or more full days during a calendar month, August 2022 through May 2023, (4,0)

Joyce Fletcher, Board Chair

Jason Radford, Superintendent/Secretary

SUBSTITUTE TEACHER PAYROLL DATES

Approved by the Oldham County Board of Education April 25, 2022

2022/2023 SCHOOL YEAR

21 PAY PERIODS

Pay period	Date	SUBS	DAYS	TRANSP	DAYS
#01	**Aug 30, 2022**	8/10-8/12 8/15-8/19	8	8/10-8/12 8/15-8/19	8
#02	**Sep 15, 2022**	8/22-8/26 8/29-9/2	10	8/22-8/26 8/29-9/2	10
#03	**Sep 30, 2002**	9/5-9/9 9/12-9/16	8	9/5-9/9 9/12-9/16	8
#04	**Oct 14, 2022**	9/19-9/23 9/26-9/30	10	9/19-9/23 9/26-9/30	10
#05	**Oct 28, 2022**	10/3-10/7 10/10-10/14	10	10/3-10/7 10/10-10/14	10
#06	**Nov 15, 2022**	10/17-10/21 10/31-11/4	9	10/17-10/21 10/24-10/28 10/31-11/4	9
#07	**Nov 30, 2022**	11/7-11/11 11/14-11/18	8	11/7-11/11 11/14-11/18	8
#08	**Dec 15, 2022**	11/21-11/25 11/28-12/2	7	11/21-11/25 11/28-12/2	7
#09	**Dec 30, 2022**	12/5-12/9 12/12-12/16	10	12/5-12/9 12/12-12/16	10
#10	**Jan 13, 2023**	1/2-1/6	3	12/19-12/23 12/26-12/30 1/2-1/6	3
#11	**Jan 30, 2023**	1/9-1/13 1/16-1/20	9	1/9-1/13 1/16-1/20	9
#12	**Feb 15, 2023**	1/23-1/27 1/30-2/3	10	1/23-1/27 1/30-2/3	10
#13	**Feb 28, 2023**	2/6-2/10 2/13-2/17	9	2/6-2/10 2/13-2/17	9
#14	**Mar 15, 2023**	2/20-2/24 2/27-3/3	9	2/20-2/24 2/27-3/3	9
#15	**Mar 30, 2023**	3/6-3/10 3/13-3/17	9	3/6-3/10 3/13-3/17	9
#16	**Apr 14, 2023**	3/20-3/24 3/27-3/31	10	3/20-3/24 3/27-3/31 4/3-4/7	10
#17	**Apr 28, 2023**	4/10-4/14 4/17-4/21	10	4/10-4/14 4/17-4/21	10
#18	**May 15, 2023**	4/24-4/28 5/1-5/5	9	4/24-4/28 5/1-5/5	9
#19	**May 30, 2023**	5/8-5/12 5/15-5/19	9	5/8-5/12 5/15-5/19	9
#20	**Jun 15, 2023**	5/22-5/26	3	5/22-5/26	3
#21	**Jun 30, 2023**				

Instructional Days 170 Driving Days 1 7 0

DIRECT DEPOSIT INFORMATION

Oldham County Schools utilizes a Self-Service portal for use by all employees. The portal is called Munis Self Service (MSS). MSS is available to all employees from anywhere in the world, allowing everyone to securely view their paycheck, W-2, W-4, total compensation, and personal information. You will be able to log in to MSS and retrieve your direct deposit advice each pay period. Go to the district website: www.oldham.kyschools.us and click on the white MSS icon at the top right of the screen. The directions for logging in to the MSS portal and the directions for retrieving your direct deposit advice can be found once you've clicked on the icon.

ASSIGNMENT

Substitute teachers may limit their service to certain schools and days. You may indicate this information on the School Preference Form. The time of your assignment will be:

- Preschool 7:30 am – 2:15 pm
- Elementary Schools 7:40 am – 2:20 pm
- Middle Schools 9:00 am – 4:00 pm
- High Schools 9:00 am – 4:00 pm

Substitutes should report to their assigned schools at the designated time above. When there is a delayed start of the school day, you should take necessary precautions to arrive safely at the delayed start time (i.e., during inclement weather). If school is dismissed early, substitutes need to remain at work for the normal work hours, unless otherwise directed by the principal. It is your responsibility to listen for public service announcements regarding snow days. You will not be called in the event of a cancelation or delayed opening.

REPORTING TO AN ASSIGNMENT

Report to the school office immediately upon arrival at any assignment and sign in on the proper form. You will then receive information regarding where records can be found, room assignment, materials, lesson plans, class tools, keys, and seating charts, as well as a list of special scheduled duties and other necessary directions. Plan to arrive at your assigned room in advance of the pupils. This will afford you an opportunity to become familiar with the physical set-up of the room and locate materials to carry out the assignment in a successful manner. When you are late, it is necessary for the school to get another teacher to cover for you. Repeated occurrences will lead to schools requesting that you not return for assignments. Familiarize yourself with the rules and regulations of the school, especially fire and safety drills. If specific instructions have not been left, check with the principal's office. Introduce yourself to each new group of pupils with whom you come in contact throughout the day.

RECORDS TO BE KEPT

Attendance:
Keep an accurate record of daily attendance, transfers, and withdrawals. Always take the attendance for each class period, check over the list of absences as compiled, and compare with the seating chart, roll book, or both, before reporting absences to the building principal. Do not enter anything into the teacher's official attendance register.

Money and miscellaneous articles:
Do not leave any money in the classroom unattended. Turn into the office. Carful records of the following should be kept and left for the regular teacher:

1. Any money collected for fees or payments
2. Money and articles lost with loser's name
3. Money and articles found with finder's name
4. Articles taken from pupils for safe keeping or other reasons with owner's name

LESSON PLANS

The Board of Education requires that lesson plans and other substitute information be available for your use during the day. Follow the lesson plans left by the regular teacher to the best of your ability. Lesson plans and other anecdotal materials are the personal property of the teacher. Therefore, you may not copy or photograph any classroom materials to take with you at the end of your assignment. What you find in the classroom, must remain in the classroom.

The substitute teacher should not assign written work and leave it to be graded by the regular teacher unless the teacher has so indicated in the lesson plans. Any written assignment by you, which is beyond the lesson plans of the regular teacher, should be graded and left for the teacher to examine. In general, all written work should be graded by the substitute unless specifically instructed otherwise by the regular teacher or principal.

CLASSROOM BEHAVIOR

Oldham County Board policy prohibits the use of corporal punishment. Paddling, slapping or other physical punishment of children is considered corporal punishment. Exceptionally difficult problems of student control should be referred to the principal. A written statement of the problem is required.

HOMEWORK

The amount of homework done by the students varies according to the need of different students and the policies of the different schools. If you give homework assignments, be certain that the work is purposeful.

RESPONSIBILITIES OUTSIDE THE CLASSROOM

Teachers may be assigned some building responsibilities, such as lunchroom duty, hall duty, playground duty, etc. Inquire at the beginning of your assignment what duties are involved, if any. The prompt and faithful performance of these duties is necessary for the smooth and safe operation of a school. Since substitute teachers take the place of the regular teacher (in all aspects) it is their responsibility to be on duty at the assigned place and time to avoid the risk of liability in case of accident to a child at that place and time.

METHODS TO USE TO KEEP DISCIPLINE PROBLEMS FROM DEVELOPING

Discipline is based on "mutual understanding" between the teacher and the student. The teacher understands the student's problems and the student understands what the teacher expects of them and to what lengths the teacher will go to see that the student responds properly. If a teacher is too "easy going" the students will realize this and take the liberties the teacher will permit; if the teacher is firm and fair in their expectations, the students will act accordingly.

When students are engaged with an activity of interest, discipline problems will not usually develop. A substitute should be pleasant yet firm. If the substitute knows what they are teaching and presents it in an interesting manner, they will be able to keep the students' attention.

The substitute's first objective is to gain the respect of the students. You can do this by being prompt, being patient, being honest, having an appropriate sense of humor, being enthusiastic, and having definite learning objectives for the class.

Never back a student into a corner. Be flexible and give the student an out. Remember that you are the adult. Also, move about the room! Do not sit behind the teacher's desk. Proximity is a very valuable asset in deterring student misbehavior.

WHEN DISCIPLINE PROBLEMS ARISE

If discipline problems arise and the substitute finds they are unable to solve them, please refer the student to the principal or their designee. ***Substitutes must not use physical discipline of any type.***

COMPLETING AN ASSIGNMENT

It is expected that a substitute teacher will leave the room in good order and ready for the returning teacher. You may not remove any lesson plans or anecdotal materials from the classroom. Be sure to return all keys which were given to you when you reported to work. Turn in all money which was collected during the day into the office. Never leave money in a desk. Any lost or found articles should be noted and left for the regular teacher.

When your assignment has been completed, report to the office at the end of the school day to complete a Substitute Teacher Report (if applicable). Include any comments that may prove helpful to the regular teacher. Leave this report in the office.

As a substitute teacher, you have assumed the responsibilities of the teacher whom you replace. Consequently, you may not leave the building during planning time(s) or lunch time that you may have. Plan to remain at the school until the end of the teacher workday.

SUSPECTED ABUSE / NEGLECT

Kentucky law requires any employee, whether full or part-time, to immediately notify the Cabinet for 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. **Therefore, to comply with the law, you must notify the principal or school counselor the same day if you have a reasonable belief that a child is being abused or neglected. Both you and the administrator you notify must sign the written report to the authorities.**

SOME ITEMS REQUIRING OFFICE APPROVAL

- Students are not to be interviewed nor photographed by anyone, in or out of the classroom, without office permission. Substitutes are prohibited from taking any pictures or video of students on your cell phone.
- Students are not excused to leave school under any circumstances without permission from the principal or office.
- Accidents involving any of the students in your care must be immediately reported to the office or the principal.
- Any student appearing to be ill should be escorted to the office immediately. You should never administer medication to a student.
- Do not keep students after dismissal time without permission from the principal or office.

UNEMPLOYMENT COMPENSATION

In agreeing to offer your services to Oldham County Schools as a substitute teacher, you acknowledge that there is no guarantee that the Oldham County School district will need your services as a substitute employee a certain number of days throughout the school year. In requesting to be placed on our substitute teacher list, you are acknowledging that the need for substitute employees is directly related to:

1. Contracted employees' wellness

2. Contracted employee staff development opportunities/requirements, and

3. Other situations outside of the employee's control (jury duty, death of a family member, etc.)

Subsequently, the Oldham County Schools cannot and does not guarantee that you will be employed any specific number of days as a substitute employee throughout the course of a year nor that you will earn a certain amount of money monthly. Any efforts on your behalf to claim unemployment benefits with the Kentucky Office of Employment and Training citing a lack of work as a reason will be vigorously contested by Oldham County Schools. Individuals expecting to be employed on a regular basis or to earn a specific, regular monthly income should not apply to be a substitute teacher.

SUBSTITUTE WARNING AND EXCLUSION LETTERS

Individual schools may request that a particular substitute not be allowed to work in their school. Reasons for this exclusion could be poor classroom management, inappropriate behavior, not following lesson plans, not being punctual, etc. If two schools request that a substitute be excluded, the substitute will receive a 'Warning' letter. It is our intention by sending the substitute this letter that the substitute might be able to correct any issues that are causing them to be excluded. In the event that a substitute is excluded from another two schools for a total of four, the substitute's services will no longer be requested and will be removed from the substitute list.

REQUIREMENTS FOR MAINTAINING ACTIVE SUBSTITUTE STATUS (Policy 5025.03)

Current substitute teachers MUST work a minimum of 10 days (72.5 hours) during the school year. Substitutes meeting this requirement are considered an ACTIVE substitute for the following school year and will remain on the approved Substitute Teacher List. Failure to work the minimum 10 days will result in removal from the approved Substitute Teacher List. To regain active status, substitutes will be required to attend a Substitute Orientation session, pay for FBI security clearance, and complete a Physical Exam with your doctor. All substitute teachers are considered 'At Will' workers who are not guaranteed employment daily and may be excluded with or without notice for any lawful reason.

CODE OF ETHICS

KRS161.028 requires that the Education Professional Standard Board develop a professional code of ethics. The Professional Code of Ethics for Kentucky Certified Personnel is codified in 16 KAR 1:020, establishes the ethical standards for Kentucky certified school personnel and establishes that violation of the code may be grounds for revocation or suspension of Kentucky teacher or administrator certification.

Certified Personnel in the Commonwealth

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 stive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession.

To students

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator.
2. Shall respect the constitutional rights of all students.
3. Shall take reasonable measure to protect the health, safety, and emotional wellbeing of students.
4. Shall not use professional relationships or authority with students for personal advantage.
5. 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.
6. Shall not knowingly make false or malicious statements about students or colleagues.
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. 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.

INSURANCE: WORKER'S COMPENSATION INSURANCE

Worker's Compensation Insurance covers all full-time or part-time employees of the Oldham County Board of Education. This employee benefit provides protection in the event of injury arising in the course of employment. In case of accident or injury see the school Office Manager immediately to complete a First Report of Injury form.

1. Brent Deaves is the district contact for Safety. Kim Hundley is the district contact for Worker's Compensation. Their responsibilities include:
   - assisting all supervisors, i.e., Principals and Directors, in providing a safe work environment for all individuals working in our schools by monitoring monthly safety inspections.
   - overseeing the investigation by Principal/Directors (or their designee) of all reported injuries as to the cause.
   - coordinating with the Safety Committee to make a recommendation to the injured employee's supervisor as to any accountability that the employee may have for the injury.
   - making recommendations for re-training the injured employee or the injured employee's supervisor.
   - repairing or removing unsafe items or correcting unsafe conditions.
2. These responsibilities have evolved because:
   - the district is concerned about any pain and suffering that employee might suffer.
   - injured employees cannot perform their regular duties or cannot perform them as efficiently.
   - the cost of insurance (Worker's Compensation) has skyrocketed.
3. How can employees prevent injuries to themselves or other employees?
   - When you enter a parking lot, hallway, room, or any other place, your first responsibility is to look for and remove any potential hazards, if possible, and to notify the principal of the situation.
   - Ensure that all walkways are clear of purses, trashcans, book-bags or other objects blocking aisles and exits.
   - Be especially cautious on the playground for dips and uneven spots. Parking lots are especially hazardous when there is rainwater, snow, or ice.
   - Awareness, common sense, and communication – these three simple concepts will help ensure the workplace is much safer.
4. What do you do if you have an incident that produces injury or one in which an injury may show up later?
   - Notify the Office Manager immediately!
   - The Office Manager will assist you in filing a First Report of Injury that must be mailed to our insurance carrier within 24 hours.
   - The Office Manager will provide you the necessary information as to where you should go for medical attention, if necessary, along with other pertinent information. Our insurance carrier is a managed care company and there are documents and procedures you must follow for any medical costs to be paid.

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

WORKPLACE SAFETY PLAN **5014AR**

Related to: Policy 5014; 5014.01F

In compliance with Board Policy 5014, Workplace Safety – Safe Work Practices, the Superintendent establishes the following Workplace Safety Plan.

PURPOSE

The purpose of the Workplace Safety Plan is to reduce work-related accidents and illnesses in order to provide a safe work environment and lower costs incurred by the Oldham County Board of Education due to injury claims, employee time loss and potential fines for workplace safety violations.

DIRECTOR OF WORKPLACE SAFETY

The responsibility for implementation of a Workplace Safety Plan belongs to the Assistant Superintendent for Support Services

WORKPLACE SAFETY COMMITTEE

There shall be a Workplace Safety Committee, whose membership on the committee shall be decided by the Assistant Superintendent for Support Services based on previous years' incident data, which shall have the purpose of making policy and procedure recommendations to improve safe work practices.

1. The Workplace Safety Committee shall meet a minimum of two times per year.
2. The agenda for these meetings shall have the purpose of providing a general overview of the previous type of claims, to discuss any innovative methods for reducing workplace accidents, and to make recommendations to the Superintendent regarding policies, procedures, practices and operations that have an effect on workplace safety.

TRAINING

The Assistant Superintendent for Support Services shall work with Department Directors and Principals to arrange trainings regarding trainings employees need in order to reduce risk of workplace accidents, with appropriate outcomes stated in order to measure the results of the effectiveness of each training.

1. Trainings shall be documented by the person or entity who provides the training with the type of training being provided, the date of the training, the person conducting the training, and the signatures of all employees in attendance at each training.

EMPLOYEES REQUIRED TO FOLLOW SAFE WORK PRACTICES

All employees of the Oldham County Schools are required to follow safe work practices, including but not limited to:

- Employing safety techniques for which they have been instructed by a trainer or a supervisor.
- Following the laws of the Commonwealth of Kentucky, including the requirement to drive under the speed limit and to wear safety harnesses in vehicles owned by the Board of Education or in personal vehicles if using those for work-related driving.

- Utilizing all safety and protective equipment provided by the Oldham County Schools to the employee; and,
- Performing their job in a manner consistent with that of a reasonable person.

EMPLOYEE ACCOUNTABILITY FOR INCIDENTS

The Assistant Superintendent for Support Services will work with department directors and principals to determine which incidents should result in recommendation to the Superintendent for disciplinary action, reduction of (or change in) responsibilities, or additional safety training.

GRIEVANCE PROCEDURE

If the recommendation is for disciplinary action, then the employee has the rights outlined in Board Policy 5025.

CONFIDENTIALITY OF INFORMATION

All information received by the Workplace Safety Committee shall be confidential and anyone disclosing such information outside the committee to any person who does not have a legitimate need to know shall be subject to possible disciplinary action.

MONTHLY INSPECTION OF WORKPLACE

The Department Director or Principal shall see that a monthly inspection of the workplace is conducted by themselves or by designees by the last day of each month. Any corrective actions shall be submitted via the maintenance work order system.

Adopted Oldham County Board of Education April 30, 2005

Revised: June 8, 2005, August 14, 2006, January 23, 2007; August 14, 2007; June 24, 2009, July 3, 2012, November 3, 2016

SCHOOL SAFETY

The safety of our schools, for students, staff, and visitors, is everyone's responsibility. The district has developed a comprehensive School Safety Plan and each school has an individual plan, both of which were created with the input of many individuals, including parents.

The key to school safety is the prevention and intervention of any issue that could threaten safety of a school. To that end, the District's Safe Schools Manual contains suggested intervention strategies for at-risk students. Further, school principals, school counselors, central office instructional support, and special education staff receive specific professional development training to handle issues confronting teachers because of at-risk students. Teachers are expected to access these available resources when appropriate. The Safe Schools Manual also contains Emergency Protocols in the event of various crisis situations. An Emergency Quick Reference Guide will be in each classroom to assist teachers in responding to emergency situations.

To take "ownership" of school safety, all teachers should:

1. Question the identity of any person not a staff member, not wearing an Oldham Co. Board of Education employee tag, and/or not wearing a school "Visitor" tag.
2. Safeguard the Oldham Co. Board of Education keys that have been assigned to them.
3. Intervene appropriately in student behavior situations, especially where there is harassment, intimidation, or bullying occurring.

PUPIL TRANSPORTATION

Bus transportation is provided for all students who do not live within a reasonable walking distance of the school they attend, or for those whom federal law requires transportation. The overall administration of the transportation system is the responsibility of the Assistant Superintendent for Support Services, while the daily operation and management is the responsibility of the Director of Transportation. Personnel in the individual schools, as assigned by the principal, are responsible for supervising the loading and unloading of buses. The principal is responsible for dealing with student behavior concerns as they occur and are reported by the bus driver.

BUILDINGS AND GROUNDS

Employees are asked to assist in maintaining our facilities by:

1. Reporting any property damages to the building principal.
2. Expecting students to be responsible for classroom care.
3. At the end of each day, arrange classroom furniture for easy cleaning.

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. Sometimes the immune system's response is to produce an antibody to the particular food, so that the next time the person ingests the offending food, the immune system protects the body from the "invader" by releasing histamines and other chemicals. As a result, the person experiences symptoms of an allergic reaction.

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. There is no general rule about how quickly someone will progress to the point of anaphylaxis. For some people, this process can be slow. For others, it can occur in a matter of minutes. Also, it is very important to note that previous reactions, no matter how mild, are not an indicator of whether the next reaction to the food will be anaphylactic. Persons suffering from asthma are at an increased risk of having a serious, anaphylactic reaction if they have any of the life-threatening food allergies.

Food allergies cannot be cured, and there is no preventative medicine. Avoidance of the food is the only way to prevent a reaction. If 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.

FOODS MOST COMMONLY CAUSING ALLERGIC REACTIONS IN CHILDREN

Peanuts* / Tree Nuts* (almonds, pecans, walnuts, others) / Fish* / Milk / Soy / Eggs / Wheat

***Considered to be life-long allergies**

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"

***These symptoms can potentially progress to a life-threatening situation. 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 one that he/she carries with him/her. Follow each child's health plan strictly. If ingestion is suspected, administer the Epinephrine if you have been trained to do so or contact the office for one of the persons trained in proper administration of the Epinephrine. Then immediately contact 911, advise them of the symptoms and exactly when the Epinephrine was administered. Notify the parents immediately that these steps were taken. DO NOT HESITATE TO ADMINISTER MEDICATION OR CALL 911 EVEN IF THE PARENT(S) CANNOT BE REACHED!

Questions or concerns you have regarding students with life-threatening allergies should be directed to your school nurse or campus nurse.

All school staff are required to adhere to Management of Food Allergies as listed in AR 9009.04*

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

MANAGEMENT OF FOOD ALLERGIES **9009.04AR**

Relates to: Policy 9009; 9009.03F; 9009.04F

The primary concern of the school is the prevention and appropriate treatment of the potentially severe allergic reaction, anaphylaxis. The following administrative regulations are hereby established in order to properly implement the policy pertaining to the management of food allergies:

1. Each school shall establish a method of ensuring that relevant information is transmitted to all supervising persons of a student identified with a life-threatening food allergy. It is incumbent upon the school to notify any person who may be supervising an identified student with food allergies, especially those which may be life threatening, such as peanut and tree nut allergies.
2. Parents of children having allergies must complete an individualized action plan developed by school personnel, the parent and the student's physician. (See OCBE Administrative Regulation 9009.04-F "Allergy Care Plan/Prescribed Epinephrine")
3. Most food-allergic children bring their lunch from home. However, guidelines established by the USDA Child Nutrition Division in charge of school lunches requires school food service staff to provide substitute meals to students with allergies if the parent provides written instructions from child's physician certifying the child's allergy, what foods are to be avoided, and safe substitutions.
4. Each school should consider establishing a no-food trading policy within the school.
5. Each school should encourage parents to review/preview menus in order to select foods safe for their child to eat.
6. Each school should consider the following avoidance strategies due to the fact that risk can never be fully eliminated in the school environment:
   a. Encourage parents to instruct their children in how to avoid contact with substances to which they are allergic.
   b. Carefully monitor identified children, especially in the younger grades.
   c. Encourage parents of children with allergies to consider having their children eat foods that are prepared at home only.
   d. Encourage students not to exchange foods or utensils with other students.
   e. Wash surfaces, toys and equipment clean of allergy containing foods.
   f. Ensure food personnel receive training from the Food Service Director about necessary measures required to prevent cross contamination during food handling, preparation and serving of food.
   g. Check hand soap ingredients and pet foods used to be sure these do not contain peanut oils or nuts.
   h. Establish a buddy system for identified students.
   i. Provide staff updates at monthly faculty meetings.
   j. Provide a peanut-free or nut-free area in the cafeteria if there are students with documented nut allergies within the school.
7. The district shall provide training for designated (school) staff in basic first aid, resuscitative techniques, identification of symptoms of an allergic reaction, and the

use of epinephrine auto injections.

8. The school shall keep epinephrine in close proximity to students at risk of anaphylaxis and, in all cases where it is administered, the school must call 911 so that the student is sent to the hospital immediately. Follow Allergy Care Plan/Prescribed Epinephrine (9009.04-F) or if no plan is filed, see Safe Schools Manual, Allergy Protocol.
9. Schools will require parents to bring in commercially prepared food items only, with the ingredients on the package, for any party, special occasion or any time that the food is intended for consumption by others instead of or in addition to their own child.
10. Fruit brought in by parents must be whole, unpeeled and washed in a nut free and otherwise allergen free environment in the school cafeteria unless directed otherwise. It may not be cut up unless it is purchased commercially prepared and sealed and labeled in accordance with paragraph 9.
11. In classrooms having students with identified allergies, only foods without the offending food ingredient may be brought in for parties, special occasions, or any time that the food is intended for consumption by others instead of or in addition to their own child.
12. Food or candy distributed by school staff in classroom must not contain tree nuts, peanuts or peanut oil.
13. During field trips, foods must be monitored and emergency medication such as epinephrine must be maintained by OCBE staff who accompany students with allergies.
14. An exception to this policy may be granted for classes in which food is prepared and consumed for instructional or cultural purposes. Instructors wishing to use food as a part of their instruction should contact the principal prior to the start of each semester.

Adopted Oldham County Board of Education July 14, 2000

Revised: April 24, 2001, July 18, 2002, July 27, 2005, April 3, 2007, May 11, 2013

OLDHAM COUNTY BOARD OF EDUCATION POLICY

USE OF RESTRAINT AND SECLUSION: 9070

References: KRS 503.080, 503.110, 161.180

Relates to 9070.01F

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

Because of the potential for injury to students and staff, efforts should be made to limit the need for the use of restraint and for the use of seclusion. Restraint or seclusion should not be used as punishment or discipline (e.g., placing in seclusion for out-of-seat behavior), as a means of coercion or retaliation, or as a convenience. The use of effective alternatives to physical restraint and seclusion, such as positive behavioral interventions and supports, should be considered whenever possible and reasonably calculated to be effective.

A sufficient number of teachers and other personnel will be trained at regular intervals on the appropriate and safe use of physical restraint pursuant to the district's Safe Schools Policy on crisis prevention and management (CPI or SCM). Schools will not use mechanical restraints to restrict a child's freedom of movement, nor use a drug or medication to control behavior or restrict freedom of movement (except as authorized by a licensed physician or other qualified health professional). Use of restraint should be continuously, visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel. Consistent with CPI and SCM training, incidents of restraint should be documented, and parents should be notified following each instance in which restraint is used with their child.

All seclusion environments should be inspected at least annually to ensure that they are of reasonable size permitting students to lie or sit down, have adequate ventilation including heat and air conditioning as appropriate, have adequate lighting, and be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass. Areas designated as seclusion environments must permit direct continuous visual and auditory monitoring of the student and have non-locking doors. Staff members should document incidents of seclusion, including such information as the antecedent behavior, the amount of time in seclusion, the student's behavior while in seclusion, and the effectiveness of the seclusion in calming the student's behavior.

The use of restraint or seclusion, particularly when there is repeated use for an individual child, multiple uses within the same classroom, or multiple uses by the same individual, should trigger a review and, if appropriate, revision of strategies currently in place to address dangerous behavior. Behavioral strategies to address dangerous behavior that result in the use of restraint or seclusion should address the underlying cause or purpose of the dangerous behavior.

Physical restraint: personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm,

shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. It also does not include behavioral interventions used as a response to calm and comfort (e.g., proximity control, verbal soothing) an upset student.

Mechanical restraint: the use of any device or equipment to restrict a student's freedom of movement. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as: Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; Restraints for medical immobilization; or Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Seclusion: the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

Adopted Oldham County Board of Education February 25, 2013

Revised: March 11, 2013

OLDHAM COUNTY BOARD OF EDUCATION POLICY

ACCEPTABLE USE – ELECTRONIC RESOURCES 4083

Reference: KRS 156.675

Relates to: Policy 9064, 5025; 4083

INTRODUCTION

The Oldham County Board of Education recognizes that as telecommunications and other new technologies change the ways that information may be accessed, communicated, transferred, and used by members of society, instruction and student learning in the public schools may also be altered. In general, the Board supports access by staff to rich information resources along with the development by staff and students of appropriate skills to analyze and evaluate such resources.

Procedures and Guidelines

The Superintendent shall develop and implement procedures appropriate to provide guidance for student, staff, and community member access to electronic media. Guidelines shall address ethical use of electronic media, including the Internet, and issues of privacy versus administrative review of electronic files and communications. These procedures shall also assist staff in determining whether inappropriate, offensive, or sexually explicit materials are being accessed.

Agreement for Staff and Community Members

Staff members must comply with this policy, related administrative regulations, and sign a staff acceptable use agreement (4083-F).

Responding to Concerns

School officials shall apply the same criteria of educational suitability used to review other educational resources when questions arise concerning access to specific electronic media. These criteria are outlined in individual school policies and this policy.

Access

In the Oldham County Schools, access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet. ***Access is a privilege, not a right.*** For these reasons, the Oldham County Schools reserves the right to limit or deny access to software and/or documents found either on OCSNet or the Internet, via technical or human barriers.

Dial-in and VPN access is available to Oldham County staff members. A request must be made to the District Technology Coordinator for this privilege. Personally owned computing devices may have access to OCSNet after receiving permission from School/District personnel.

The use of personally owned computing devices must adhere to the Oldham County Schools Acceptable Use Policy and the computer must be used for schoolwork only while on the network.

Legal versions of Windows operating systems must be installed and will be the responsibility of the owner. Personally owned computing devices must have the most recent Windows updates and the latest virus scan data files installed and operating on the machine.

The owner of the personally owned computing devices is personally responsible for the equipment as well as all security, maintenance, and repair.

No Right to Privacy

A network administrator, the District Technology Coordinator or the School Technology Coordinator has the right to access information stored in any user directory, on the current user screen, and in electronic mail. In the case of district investigations or employee discipline, the Superintendent, General Counsel, or Assistant Superintendent for Support Services may grant access to internal or external investigators.

Users are advised not to place confidential documents in their user directory on the network, or in work email. Network management and monitoring software packages will be used for random access to student and staff workstations to review progress and for security purposes.

Usage Rules

Network and Internet Rules for Employees

1. The employee shall use his/her account in support of education and research and consistent with the educational objectives of the Oldham County School District.
2. The employee shall not use OCSNet resources for private business or personal gain.
3. The employ shall not violate any US or State regulation.
4. Vandalism or theft of OCSNet resources, including data files and hardware will not be tolerated.
5. The employee shall not give his/her password to anyone.
6. The employee shall not use or alter anyone else's Internet account.
7. The employee shall not offer Internet access to any individual via his/her OCSNet account.
8. The employee shall not break in or attempt to break into another computer network.
9. The employee shall not create or share computer viruses.
10. The employee shall not destroy another person's data.
11. The employee shall not monopolize the resources of OCSNet by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, sending “chain mail” or “chain letters”, download or stream non-educational video/music, or using system resources for games.
12. The employee shall not use unauthorized MUD (multi-user games) network via the OCSNet.
13. The employee shall not violate any copyright laws or plagiarize (including software copyright laws).
14. The employee shall not access, transfer, receive or save any information in violation of federal or state law, including any materials that are copyrighted, threatening, obscene, or sexually explicit.
15. The employee shall not transmit personally identifiable information regarding a student via email or the Internet.
16. The employee shall not use any email service other than the district mail system.
17. The employee shall not make alterations to attempt to make alterations to, copy, and/or attempt to copy district-owned software.
18. The school will keep on file a copy of all executed software licenses or original documentation of software purchased by the school.

19. Employees shall not install or repair any software/hardware on individual workstations without consultation and assistance from the site technology coordinator (STC).
20. As a user of this community system, the employee should notify a network administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
21. The employee will not transmit a student's personally identifiable information (written work, pictures, web postings, etc.) without a parent's written consent.

Consequences for Usage Rule Violations

The District Technology Coordinator may recommend to the Assistant Superintendent for Support Services to suspend or close an account at any time, as a violation is determined. The District Technology Coordinator must notify the user in writing within two weeks of the reason for suspension or termination of an account.

If the Assistant Superintendent for Support Services agrees with the recommendation, the length of revocation will be determined on a case-by-case basis and reinstatement may include supervised access.

Certified and classified employees may be disciplined in accordance with state law and Board Policy 5025. Students who violate user rules may be disciplined in accordance with the Student Code of Acceptable Behavior and Discipline.

Reliability

The Oldham County Schools will not be responsible for any damages including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions.

Security

Security on any computer system is a high priority, especially when the system involves many users. If any user identifies a security problem on OCSNet, she/he must notify a system administrator or your School Technology Coordinator (STC) network administrator. The employee shall not demonstrate the problem to other users.

Adopted Oldham County Board of Education June 5, 1995

Revised: July 22, 1996, July 28, 1997, May 24, 1999, April 16, 2001, March 25, 2002, June 26, 2006, June 24, 2010, July 25, 2016

RESIGNATION

Should you decide that you no longer wish to substitute, you should immediately write a letter of resignation to Dr. Jason Radford, Superintendent, attention: Personnel Department. Please return your identification tag at this time. The following form has been provided for your convenience.

Date: _____

I wish to resign my position as a Substitute Teacher with the Oldham County Schools. The last day that I will work will be _____. The reason I no longer desire employment with the Oldham County Board of Education is:

_____

_____

_____

_____

Signature

_____

Printed Name

_____

Address

_____

_____

Phone Number

_____

OCS 2022-2023 SCHOOL YEAR CALENDAR

2022 – 2023 CALENDAR HIGHLIGHTS

The Oldham County Schools Board of Education has approved the 2022/2023 school year calendar. ***Please note the change of dates for spring break from what the Board originally approved last year. The change was made to align OCS spring break with surrounding school districts.***

- First day of school August 10, 2022
- Fall Break October 24 – October 28, 2022
- Winter Break December 19, 2022 – January 2, 2023
- Spring Break April 3 – April 7, 2023
- Five Teacher Workdays – September 16, October 21, January 3, February 17 and March 17
- Conference Flex Day – November 7, 2022
- The 6 designated make up days are February 20, May 5, May 25, May 26, May 30, May 31