

SUBSTITUTE TEACHER RESOURCE GUIDE



**HENRY COUNTY
PUBLIC SCHOOLS**

Henry County Public Schools 2018-2019

Mission Statement: Empowering leaders and life-long learners for an ever-changing world.

Vision: A district of educational excellence, the pride of our community.

Dear Substitute Teacher:

Thank you so much for signing up for one of the most challenging and rewarding jobs – that of a substitute teacher!

We hope this resource guide will provide you with all the basic information you need to get started in this position. However, we are always available to answer any questions, listen to feedback or suggestions, offer advice or act as a liaison between you and the schools you serve.

You can also access all Henry County Public Schools' policies and procedures on our district website (www.henry.kyschools.us), as well as an employee handbook. Additionally, personnel at every school in the district can provide you with assistance.

Our substitute teachers play an invaluable role to the district. Know that you are appreciated! We are grateful to you for providing a safe learning environment for our students while their teachers are absent.

Again, thank you serving our students in this way. We know subbing is not always easy and we appreciate your dedication and hard work. Good luck and have a great year!

Sincerely,

A handwritten signature in blue ink that reads "Melissa Blankenship". The signature is written in a cursive style.

Melissa Blankenship
Substitute Teacher Coordinator
Henry County Public Schools
melissa.blankenship@henry.kyschools.us
(502) 845-8600 / (502) 220-3182 / (502) 947-7402

IMPORTANT CONTACTS

Henry County Board of Education
326 South Main Street, New Castle, Ky. 40050
(502) 845-8600
www.henry.kyschools.us

Frontline Substitute Management
1-800-942-3767
www.aesoponline.com

Educational Professional Standards Board
www.kyepsb.net

Melissa Blankenship,
Substitute Teacher Coordinator
Melissa.blankenship@henry.kyschools.us
(502) 845-8600 ext. 1008
(502) 220-3182 / (502) 947-7402

OUR SCHOOLS

Henry County High School
1120 Eminence Rd
New Castle, KY 40050

502.845.8670

Principal: Shannon Sageser
Asst. Principal: Kevin Webster
Secretary: Tina Blevins

Henry County Middle School
1124 Eminence Rd
New Castle, KY 40050

502.845.8660

Principal: Lucia Hughes
Asst. Principal: Andy Buchholz
Secretary: Karen Hanson

Campbellsburg Elementary
270 Cardinal Drive
Campbellsburg, KY 40011

502.845.8630

Principal: Amy Treece
Secretary: Gayla McIntosh

Eastern Elementary
6928 Bethlehem Rd
Pleasureville, KY 40057

502.845.8640

Principal: Angie Denny
Secretary: Kathryn Hunt

New Castle Elementary
182 South Property Rd
New Castle, KY 40050

502.845.8650

Principal: Phillip Guthrie
Secretary: Trisha Lankford

**Early Childhood Center
(Preschool)**
182 South Property Rd
New Castle, KY 40050

502.845.8656

Principal: Stephanie Melton
Secretary: Teresa Asher

SUBBING AT HCPS

Requirements

Substitute teachers are required to have completed at least 64 college credit hours while maintaining a minimum 2.45 GPA, or have obtained a bachelor's, master's or doctoral degree.

They must also successfully clear two background checks – one federal and one with the Cabinet for Health and Family Services – and provide three positive references attesting to their character, demeanor with children, and abilities. Substitute teachers must also submit to a work physical, which includes a tuberculosis risk assessment.

In the state of Kentucky, substitute teachers who have not been certified teachers must also apply for and obtain annual emergency certification through the Kentucky Education Professional Standards Board (EPSB).

Substitute teachers must also complete annual training and paperwork provided by the district such as physical restraint training and our Code of Ethics.

Salary

The HCPS salary schedule for substitute teachers is included with this resource guide as an appendix, as well as information on how to access your pay stub using Estub. On the schedule, years of experience refers to years of teaching experience as a certified teacher.

Certified teachers who fulfill a long-term assignment in their certification area will be paid at their daily rate after working 20 consecutive days.

Employees are paid on the 15th and 30th of each month. Assignments worked from the first of the month through the fifteenth will be paid on the 30th, while assignments worked from the sixteenth to the end of the month will be paid on the 15th of the next month.

Retired teachers and state employees are responsible for understanding the parameters under which they are allowed to continue working, including their daily wage which will be needed in the event the sub accepts a long-term assignment.

Payroll & Benefits

If you have any questions regarding human resource issues, please contact Kristy Yates at the Board of Education at (502) 845-8600 or Kristy.yates@henry.kyschools.us.

Expectations

Substitute teachers with Henry County Public Schools agree to comply with the responsibilities outlined in the job description signed at initial employment. A copy has been provided as an appendix to this guide.

Above all, substitutes must ensure all students' safety, execute the provided lesson plans to the best of his or her ability and conduct themselves in a professional manner in alignment with the HCPS Employee Handbook and Code of Ethics.

General Guidelines/Tips for a Good Day

- Check in with the secretary upon arrival to school and please be on time. If you are going to be late, please contact Melissa Blankenship or the school directly to advise them of your arrival time.
- If you have to cancel an accepted assignment, please do so as early as possible to allow time to find a replacement sub. Contact Melissa Blankenship.

- Arrive in time to locate your classroom, the nearest bathroom, the break room and your nearest neighbor (you may need help during the day). Check to see that you have class rosters, and review the lesson plan to make sure you understand it well enough to implement it. If not, you'll need to find someone to ask for clarification (another teacher, administrator, secretary, etc.).
- Always ask for the phone extension to the office in case you need to call for assistance at some point during the day.
- Lunch can be on your own (bring from home) or you can purchase lunch in the cafeteria. You usually only have 20 to 25 minutes for lunch so it isn't feasible to leave school grounds during this time.
- Be proactive and interactive with students. Engaged subs experience more success in the classroom than those who passively supervise students.
- Please use your cell phone only on breaks and in between classes.
- Please dress appropriately for the assignment. Be aware that preschool and elementary classes might have you sitting on the floor or out on the playground.
- Please do not take photos or videos of students on your cell phone.
- Follow the lesson plan provided to the best of your ability and leave notes for the teacher describing how the day went, unexpected interruptions, great helpers, behavior issues, etc. Leave any collected work as organized and possible and tidy the room before you leave. Maintain the schedule provided.
- If anything in your classroom is damaged or broken during your assignment, please report that to the secretary before you leave for the day and leave a note about it for the teacher.
- You may have an instructional assistant or a collaborative special education teacher in some or all of your classes. Defer to that individual's expertise and work with him or her to execute that day's lesson plans.
- Regarding physical contact: The best rule of thumb is to reciprocate, but not initiate. Smaller students may come up to you and grab your hand, hug you around the waist, etc. If the child initiates the physical contact, you may choose to reciprocate with a pat on the shoulder, etc. If an older student offers you a high-five or fist bump, you can choose to participate. However, NEVER lay a hand on a student in a manner to discipline or "make" them do anything. For example, do not take a student by the shoulders and force him to sit down. If a student is not responding to your verbal commands, that student needs to be addressed by a member of the school administration. Seek assistance from the office.
- If you see bullying, abusive or offensive behavior, report it to the office.
- Do NOT leave students unsupervised at ANY time, and do not send a disruptive student to the office or to ICE on their own. Call for assistance.
- If you allow a student to leave your room for a viable reason, please send them with a hall pass. Do not send multiple students out of the room together. Generally, we do not refuse students who ask to use the restroom, but we can limit older students to one trip per class period.
- Avoid using sarcasm with students, as it might be mistaken as inappropriate or offensive. Some students may not be able to clearly understand you are being sarcastic while others may be incredibly sensitive.
- It is your responsibility to check for emergency procedures in your classroom. They should be posted in a visible way in the room. If your room does not have procedures posted, please seek a copy from the office.
- If a situation arises in which you think a student needs medical attention, please call the office immediately.

- As an employee of HCPS, remember that information about our students, their abilities, their families, etc. is considered confidential. Do not discuss any aspect of a student with anyone other than school personnel. All information regarding students is to be held in strict confidence. Do not post sensitive information about students or our schools on your social media.
- YOU ARE THE ADULT IN THE ROOM! Maintaining good professional relations is an important responsibility for all of us in the teaching profession. Mutual respect with students and staff is essential. Be the mentor or advisor, not the friend.
- Understand that anything you say and do may be recorded or videotaped by students in your room and our schools are all equipped with cameras. I say this not as a scare tactic, but as a reminder that you are always being watched, and in this day and age, you may be seen by thousands on social media. Conduct yourself accordingly.

Classroom Management

Each school has instituted a shared behavior plan or program that carries throughout the school. Students will be taught expectations regarding behavior in accordance with these plans, and hear the terminology repeatedly and understand what is being asked of them.

Younger students will require a great deal of prompting and redirecting as they get easily distracted. With older students, one or two redirects, followed by a general statement that he or she will receive credit for the work they do in class, will usually suffice. At that point, students have either decided to do their work that day or not. Additional “nagging” from the sub will only irritate and perhaps escalate the student into inappropriate behavior.

Every school has personnel on hand who will assist you if a student becomes a behavior problem. If you sense that a student may need to speak to an administrator or counselor, please call the office. Do not allow the situation to escalate.

Copies of the basic behavior guidelines from each school have been provided as an appendix to this guide. If you have any questions about these plans, please ask an administrator or fellow teacher to clarify.

Physical Restraint Policy

Use of physical restraint by all school personnel is permitted only when a student’s behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological wellbeing for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Mandated Reporter

Kentucky law requires every employee – full-time, part-time or substitute – to immediately notify the Cabinet for Health and Family Services and/or the Kentucky State Police if they have any reasonable indication that a child is being abused or neglected. Failure to do so could result in the school district being charged criminally for failing to notify the appropriate authorities.

Therefore, to comply with this law, you must notify the principal or school counselor as soon as possible on the day if you have a reasonable belief that a child is being abused or neglected. You may also be required to sign a written report to the authorities.

School Safety

The safety of our schools, our students, staff and visitors is everyone's responsibility. Follow all safety protocols at each school, which include not opening doors, not copying any provided keys, and questioning anyone without an appropriate school name badge.

Internally, providing a safe classroom means being cognizant of the needs of at-risk students. Each school has staff members specifically trained to provide support for at-risk students who may pose a danger to themselves or others.

If a student in your classroom appears to need the support of these specially-trained individuals, do NOT hesitate to contact the office to request someone be sent to your room to speak with or remove the student from your room.

Accepting Assignments

There are a number of ways you may be offered an assignment. You may be contacted directly by the substitute teacher coordinator Melissa Blankenship, by an individual teacher, by a school secretary or even by the school principal.

More often than not, you will be accessing the automated Aesop system, managed by Frontline Education, either by phone call or the online site.

Using Aesop

When you are activated as a substitute teacher with HCPS, you will receive two emails from Aesop. The first is a welcome letter that will provide you with general information about the system, including your ID number and PIN number, which are required to use with the automated calling system. The second will be an invitation to create an online account through aesoponline.com.

When the automated system calls you about an assignment, follow the prompts to either accept or reject the position. The system will start calling at 5:30pm the night before an assignment is available and end at 10pm. If an assignment is still available the following morning, it will begin calling again at 5:30am until the assignment is filled or it reaches its start time.

The majority of available assignments will come to you in the form of automated calls, either the night before or morning of an assignment. If the system has not secured a sub by 6:30am, the substitute teacher coordinator will begin to make direct contact with available subs in an effort to fill the position.

Accepting assignments from aesoponline.com is very easy, in fact it's just a click of a button. Teachers can enter their absences at any time into the system, and subs can access the system to see if there are any available assignments at any time.

When an assignment is listed as an available job in Aesop, it will provide the date, the school, the teacher, what he or she teaches, whether it is a full day or half-day assignment and if half-day, morning or afternoon, and the times you are to report and be released from your assignment. If you want to work the assignment, you simply click "Accept." If you choose to reject the assignment, it will not become available to you again.

Other tabs on your Aesop home page allow you to review your scheduled jobs, look at past assignments, schedule non-work days, prefer or exclude schools and alter your default call times.

When you schedule a non-work day, the system will not show you as available to accept an assignment on that day. It will not notify you of the job on the online site, it will not call you, and you will not be listed as available on that day to secretaries and the substitute teacher coordinator.

If you exclude a particular school, you will never be notified of an assignment at that school.

If you alter the system's default call times, be aware that you may be limiting your availability in a way that may lead to fewer available assignments. The more open you are to assignments at whatever school, teaching whatever grade and whatever subject matter, the more assignments you'll be offered.

The online system is fairly easy to use. There is an appendix included in this resource guide to help you get started. If you have any questions about the Aesop system, please contact Melissa Blankenship.

Preferred Subs

There is a way to prefer specific substitute teachers in the Aesop system. The first tier of preference is when a *teacher* chooses to prefer a sub. If this happens, the preferred sub will be notified of that particular teacher's absence before other subs (first dibs). The second tier of preference is when a *school* prefers a sub. If this happens, the preferred sub will be notified of an absence at that school after the teacher's preferred subs but before all other subs (second dibs).

If no preferred subs have accepted the assignment in either preference window, the assignment is made available to all subs.

Excluded Subs

Individual schools may request that a particular substitute not be allowed to work in their school. Reasons for exclusion may include: poor classroom management, inappropriate behavior, failure to follow lesson plans, being chronically late, not following school policy and procedures, etc.

Substitutes may be given an opportunity to correct the behavior that caused them to be excluded or not, depending upon the severity. Substitutes may also be de-activated in our system at the discretion of school and/or district administrators if the behavior warrants such action.

Substitutes may choose to discuss the situation in question with the respective school principal, substitute teacher coordinator or a district administrator, in an effort to be understood or to ask for consideration in regards to his or her status as a sub for HCPS.

Substitutes that have been excluded from a school will be considered again for inclusion at the beginning of the next school year.

Deactivation or Resignation

If you choose to change your active sub status for a period of time or on a permanent basis, please do so in writing (email, letter) to the substitute teacher coordinator. You can choose to change your status to inactive for a period of time without losing your place on the sub list.

If a substitute teacher has asked to be removed from the sub list, then wishes to become active again, the substitute will be required to undergo the hiring process again – physical, background checks, application, etc.

Appendices

Job Description

Code of Ethics

Aesop Substitute QuickStart Guide

School Calendar

Salary Schedule

eSTUB Access

Discipline Plans – NCES, CES, EES, HCMS & HCHS

TITLE: Substitute Teacher

QUALIFICATIONS: 1. Kentucky Certificate with endorsements in teaching areas.
2. Such alternatives to the above qualifications as the superintendent or Board may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: N/A

JOB GOALS: To enable each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the building principal or school secretary upon arrival at the school building.
2. Reviews with the principal, department, head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he is assigned.
4. Teaches the lesson outlined and described Substitute Teacher's Guide as prepared by the absent teacher.
5. Consults, as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher's Guide.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Reports in writing on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Performs such other professional tasks (within reason) as may be assigned by the principal or the superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be established by the superintendent and the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

CODE OF ETHICS

In 1990, the General Assembly of the Commonwealth of Kentucky enacted landmark legislation for education reform throughout the state. As the Kentucky Education Reform Act is implemented across the state, the Education Professional Standards Board calls Kentucky's educators to reaffirm their commitment to the highest ethical standards. In recognizing the magnitude of our responsibility to learners and to society, we offer this Code of Ethics which reflects and promotes the aspirations of our profession.

16 KAR 1:020

Section 1. 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 strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

TO STUDENTS

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students, which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes, sexual remarks, sexual kidding or teasing; sexual innuendo, pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing, rape; threats of physical harm, and sexual assault.

TO PARENTS

- Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

TO EDUCATION PROFESSION

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

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 16 KAR :030. (21 Ky R. 2344; eff 5-4-95.)

I have received and read a copy of the KY Code of Ethics and understand the Code is a KY Administrative Regulation (16 KAR 1:020) for my profession.

Signature: _____

Date: _____

Absence and Substitute Management



LOGGING IN ON THE WEB

To log in to the absence management system, type signin.frontlineeducation.com in your web browser's address bar and select **Sign In** for the "Absence Management" feature.

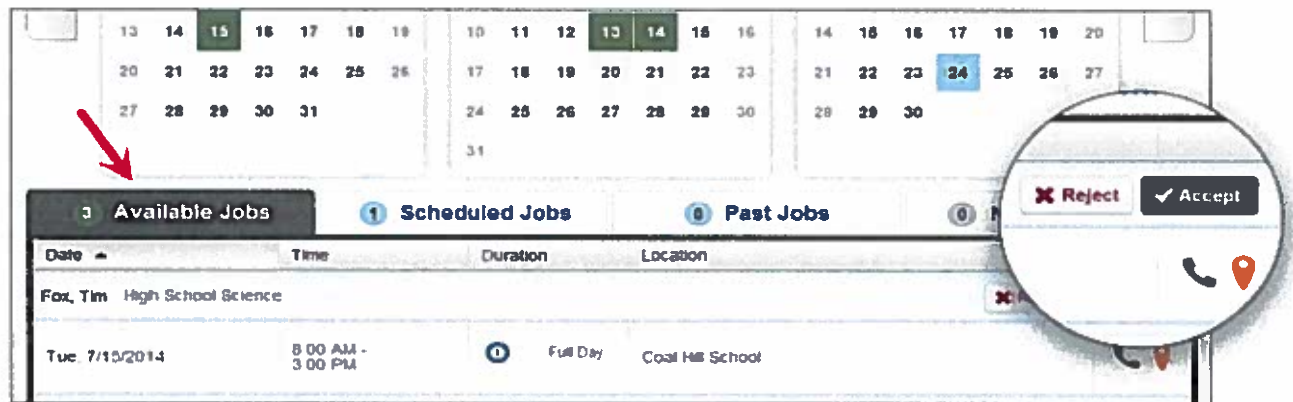
The Sign In page will appear. Enter your ID and PIN and click Login.

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

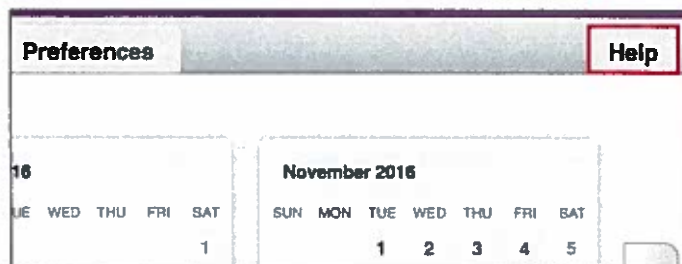
The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



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** 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.



Henry County Schools 2018 - 2019 School Calendar

JULY 2018						
S	Mon	Tues	Wed	Thurs	Fri	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	Mon	Tues	Wed	Thurs	Fri	S
			FPD 1	FPD 2	FPD 3	4
5	OD 6	7	FS 8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	Mon	Tues	Wed	Thurs	Fri	S
						1
2	H 3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	Mon	Tues	Wed	Thurs	Fri	S
	FPD 1	B 2	B 3	B 4	B 5	6
7	RPD 8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	Mon	Tues	Wed	Thurs	Fri	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	FPD 21	H 22	B 23	24
25	26	27	28		30	

DECEMBER 2018						
S	Mon	Tues	Wed	Thurs	Fri	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	B 20	B 21	22
23	B 24	H 25	B 26	B 27	B 28	29
30	B 31					

Legend

- OD - Opening Day
- CD - Closing Day *
- M - Possible Make-Up Day
- FS - First Day for Students
- LS - Last Day for Students *
- H - Holiday
- B - Break - No School
- FPD - Flexible Prof. Dev.
- RPD - Required Prof. Dev.
- TWD - Teacher Work Day

Non-School Days

- Aug 1-3 -- Flexible PD
- Sept 3 -- Labor Day
- Oct 1-5 -- Fall Break
- Oct 8 -- Required PD for Staff
- Nov 21-23 -- Thanksgiving
- Dec 20-Jan 2 -- Winter Break
- Jan 21 -- M.L. King Day
- Feb 18 -- Presidents' Day
- March 15 -- Break from School
- April 1-5 -- Spring Break

Holidays

- Sept 3 -- Labor Day
- Nov 22 -- Thanksgiving
- Dec 25 -- Christmas
- Jan 1 -- New Year's Day

Possible Make-up Days

- May 17,20,21,22,23,24,28,29,30,31; June 3,4,5,6,7,10

Opening/Closing Days

- Aug 6 -- Opening Day for Staff
- Aug 8 -- Students' First Day
- May 15 -- Students' Last Day*
- May 16 -- Closing Day for Staff*

* Subject to change

JANUARY 2019						
S	Mon	Tues	Wed	Thurs	Fri	S
		H 1	TWD 2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	B 21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	Mon	Tues	Wed	Thurs	Fri	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	TWD 18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	Mon	Tues	Wed	Thurs	Fri	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	B 15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019						
S	Mon	Tues	Wed	Thurs	Fri	S
	B 1	B 2	B 3	B 4	B 5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	Mon	Tues	Wed	Thurs	Fri	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	LS 15	CD 16	M 17	18
19	M 20	M 21	M 22	M 23	M 24	25
26	27	M 28	M 29	M 30	M 31	

JUNE 2019						
S	Mon	Tues	Wed	Thurs	Fri	S
						1
2	M 3	M 4	M 5	M 6	M 7	8
9	M 10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

HENRY COUNTY PUBLIC SCHOOLS
2018-2019
SUBSTITUTE TEACHER SALARY SCHEDULE

Rank	YEARS OF EXPERIENCE		
	0-3	4-9	10+
I	103	104	106
II	99	100	101
III	98	99	100
IV	88		
V	84		

Each substitute must hold regular certification or an emergency certificate from the State Department of Education.

A substitute teacher holding regular certification and a valid endorsement for the specialized subject taught at the secondary level or appropriate certification for the elementary level will receive the regular pay of a teacher for his/her rank and experience after the teacher has taught the same class for 20 continuous days.

Years of experience on this scale means the number of years taught under regular certification as a teacher.

Teachers who once held regular certification in Rank III, II, or I, and who became ineligible for regular certification may qualify for a five-year CERTIFICATE FOR SUBSTITUTE TEACHING instead of the Emergency Certificate requiring annual renewal.

Substitute teachers are paid for the appropriate rank and teaching experience rendered under regular certification, and are paid on this salary schedule except as provided above.

Approved: May 25, 2018

To view your paystub:

Go to the district web page

Click on Teacher Resources, scroll down to eSTUB and click.

First time users: Enter your employee ID# (email me or ask your site secretary for this number)

Your PIN# is your full SS# with no dashes.

It will then ask you to change your PIN#. Enter something that you will remember.

Return users:

Enter your employee ID#.

Enter the PIN# you chose previously. DO NOT click on reset your password if you have forgotten your pin. If you enter the incorrect PIN#, it will tell you that you don't exist just because it doesn't recognize you. Email me and I will reset your PIN# back to your SS#. You would then start over as a first time user.

Kristy Yates

Kristy.yates@henry.kyschools.us

STUDENT EXPECTATIONS

Campbellsburg Elementary has clear expectations for our students.

	We are respectful and kind,	O wn our actions,	L ive safely and	F ocus on our goals
Bus	+Voice Level 2 +Stay in assigned seat	+Listen to bus driver and monitor +Use appropriate language and actions	+Keep hands and feet to self +Keep belongings together in lap or seat +Follow bus safety rules	+Get to school and home safely
Hallway	+Voice Level 0, level 1 when necessary +Hands by your side +Look at bulletin boards with eyes only	+Walk with WOLF Pride +Be willing to correct behavior	+Walk on the right side of the hallway +Face forward with walking feet +Keep hands to self and by your side	+Get to your destination in an organized and timely manner
Restroom	+Voice Level 1 +Respect privacy	+One pump of soap +Two paper towels +Throw trash away	+Hands and feet to self +Keep floor dry +Report problems	+Go, flush, wash, get out
Cafeteria	+Voice Level 2 +Use your manners (please and thank you) +Use positive words	+Clean up your own mess +Take only what you ordered and what you can eat	+Walk to and from your table +Use your utensils as intended +Keep hands and feet to self +Stay in your seat until dismissed +Eat your own food, no sharing	+Use your time wisely... eat first, then talk +Feed your mind and body a healthy meal
Playground	+Voice Level 4 (away from building) +Use positive language	+Follow rules and play fair +Use problem solving skills	+Use equipment appropriately +Keep mulch and rocks on the ground +Speak up if you see something unsafe +Keep Hands and feet to self	+Have fun and exercise +Build healthy friendships
Water Fountain	+Voice Level 0 +Wait your turn +Stay in your spot	+Follow the 5 second rule +One time through +Fill up your water bottle in the sink only	+Keep hands and feet to self +Keep lips off the metal +Keep floor dry	+Quench your thirst
Assembly	+Voice Level 0 unless you are asked to participate +Sit criss-cross applesauce	+Clap/laugh/cheer when it is appropriate +Show that I'm listening (face forward, track the speaker, hands in lap, sit up)	+Hands and feet to self +Leave space for others to get through	+Listen to the speaker so you can learn
Bus Room	+Voice level 0 +Leave room the way you found it	+Follow teacher directions +Come prepared to go home (must stay in bus room)	+Keep hands and feet to self +Enter and exit rooms calmly	+Go directly to bus room +Stay with bus group +Make it to your bus
Emergency Procedures	+Voice level 0 for students	+Listen and follow directions +Keep hands and feet to self	+Walk quickly and calmly to safe area +Follow drill procedures	+Take drills seriously so you know what to do in a real emergency
Chromebooks	+Easy touch	+Use only for	+Digital Citizenship	+Use it as a learning

	+Store them properly +2 hands, closed to carry +Keep feedback positive and constructive	completing assigned task +Report all issues immediately to teacher +Charge it	+Only educational sites	tool +Complete assigned task
--	---	---	-------------------------	---------------------------------

Students and teachers develop classroom rules, expectations, and consequences at the beginning of each school year that follow the positive classroom management approach.

Board Policy will be used to make the appropriate decisions concerning disciplinary actions (warnings, in-school suspension, student/parent conferences, and safe school's policy). The principal will act and respond to the safety and well-being of each and every student and staff member.

DRESS

Students should dress comfortable for school.

1. Shoes should fit correctly and stay safely on their feet during recess and PE.
2. Clothing should also be appropriate for the weather. Be sure to check the temperature before sending your child to school without a coat. **Students will be outdoors at times during cold weather so please dress them appropriately**
3. During warm weather, students may wear shorts to school; make sure shorts are NOT "short" shorts.
4. Girls may NOT wear tops that have spaghetti straps or that show the midriff. Shoulders and tummies must be covered.
5. "Hip Hugger" pants are allowed as long as the midriff area is covered. Sagging pants that are too large are not appropriate create a safety issue for your child.

Students who are not dressed appropriately will be provided clothing supplied by the Family Resource Center or may be asked to call home for a change of clothes. If you are in need of assistance with your child's clothing, please call the school office or the Family Resource Center (845-8622). We will be more than happy to help you with your needs.

SUGGESTIONS FOR PARENTS: label all outer clothing with your child's name, i.e., jackets, sweaters, hats, gloves, boots.

LOST AND FOUND

Any lost articles of clothing or other items will be placed in the designated lost and found area. If you find articles in and around the building, please take them to the office. Please label all jackets, sweaters, hats, gloves, lunch boxes, water bottles or other personal items with your child's name. All items will be donated on the last day of each month.

ELECTRONIC DEVICES

Students will be asked to keep personal mobile devices (iPods, ereaders, iPads, cell phones, etc.) turned off and in their backpacks for the entire school day. Students are provided devices to use at school for instructional purposes, and they are expected to follow acceptable use procedures. **If a student has their device confiscated by the teacher for improper use, a parent will be required to pick it up.** The school is not responsible for the loss, theft or damage of personal devices.

HOMEWORK GUIDELINES

Homework is a valuable tool that is used to help students make the most of their experience in school. Homework is given because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits. It is through homework that parents can be kept informed of the curriculum and make an ongoing evaluation of the child's progress.

Time spent on homework may vary according to the speed at which your child works and manages his/her time. If no homework is assigned, it is recommended that the student do individual reading or practice math facts.

Parents and/or guardians are the key to making homework a positive experience for the student. It is important to make homework a top priority. Set a daily homework time, provide necessary supplies and a quiet environment, and provide praise and support.



Bad Weather Information:

If it is necessary to dismiss school early or not have school due to inclement weather, you should receive a telephone call from IC Messenger. Please be advised that only home telephone numbers are in that system. If you would like a cell number included, please send a note to our school requesting that addition. Changes to the regular schedule will also be posted on the Eastern Elementary School Facebook Page and you may also turn to one of the following stations for weather information: WHAS TV/Radio; WAVE 3, WLKY TV, or Fox 41 as a backup.

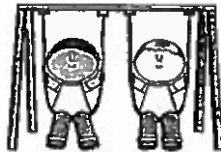
School Dress: We encourage students to dress appropriately for school.

Students should wear comfortable shoes to allow play, mandatory for PE on Fridays. Short shorts, halter tops, low sagging shorts, deep-scooped neck shirts, large-armed t-shirts are not appropriate. Logo t-shirts that promote use of alcohol, tobacco, or profanity are never acceptable. Students are not allowed to wear hats and sunglasses in the school building. **We encourage parents to mark your child's belongings including: coat, sweater, boots, gloves, and school supplies.** Lost clothing is taken to lost/found where it is the responsibility of the child and/or parent to identify the lost item. The school will not assume any liability for lost articles. Unclaimed clothing will be donated to the Family Resource Center at the end of the school year.



General Information:

1. Classroom discipline is the responsibility of each classroom teacher. Students are expected to follow classroom rules; students will usually receive a warning for a first offense; if the misbehavior continues, students may be excluded or restricted from recess, school programs and activities. Please see the Code of Conduct for further information. The Code of Conduct can be found at <http://www.henry.kyschools.us> under "Parent Resources".
2. Students will need a note from a parent if he/she isn't to go outdoors due to sickness.
3. Head checks for lice will be conducted if symptoms are noticed by school staff or if a student states they have symptoms.
4. Please keep emergency contact numbers updated throughout the school year!
5. Books and equipment are furnished for student use; payment will be due for damaged or lost school property.



EES 1

School Expectations:

1. No talking in the hallway.
2. Respect others and their property.
3. No chewing gum except if given as a treat at the end of the day.
4. No weapons.
5. No fighting, bullying, or profanity.
6. No soft drinks allowed at lunch.
7. Use good manners at meal time.
8. Students should follow teacher's rules.

Classroom Clip Chart

In your child's classroom, a behavior management program called the clip chart is used. Each child has a clip on the clip chart. Every student starts their clip on ready to learn or green. The student has the chance to move their clip up or down throughout the day depending upon the choices that they make. If a clip is moved up, it can be moved down if behavior worsens, and visa versa, if the clip is moved down, it can be moved up if the behavior improves. At the end of each day, the clip chart is recorded for record keeping.

Outstanding (Pink)	Student clipped up three times for showing excellent behavior and making excellent choices. This is an excellent level to end the day on.
Great Job (Purple)	Student clipped up twice for showing great behavior or making great choices. This is a great level to end the day on.
Good Day (Blue)	Student clipped up one time for showing good behavior or making good choices. This is a good level to end the day on.
Ready to Learn (Green)	Students begin each day here. The student did not get in trouble and clip down, or go above and beyond to clip up.
Slow Down (Yellow)	Students clipped down as a warning of bad behavior. If your child clips down, please discuss the behavior with them.
Consequence (Orange)	Students clipped down twice because of a poor choice. The teacher will decide an acceptable consequence for this action.
Parent Contact (Red)	Students that had to move to red made very poor choices. Teacher and parent will decide on an appropriate consequence.

Be Safe

Keep body parts and other objects to yourself
Walk and be aware of your surroundings
Keep pathways clear

Be Kind

Treat others the way you want to be treated
Help classmates when appropriate and when needed
Polite Words and Tone

Be Respectful

Be an active listener
Use materials appropriately, responsibly and for intended purposes
Honor others' personal space

Be Responsible

Own it (your learning, materials and effort)
Clean up after yourself
Follow directions quickly

**Foundation
Classroom Expectations**

6 P's....Prompt

Prepared

Polite

PMA- Positive Mental Attitude

Participate

Produce

Attending Skills...Be in the moment

Appropriate Body Language

Appropriate Eye Contact

Appropriate Feedback

Ask questions to clarify and Validate

Tribal Rules...used while in groups

Desk Touch

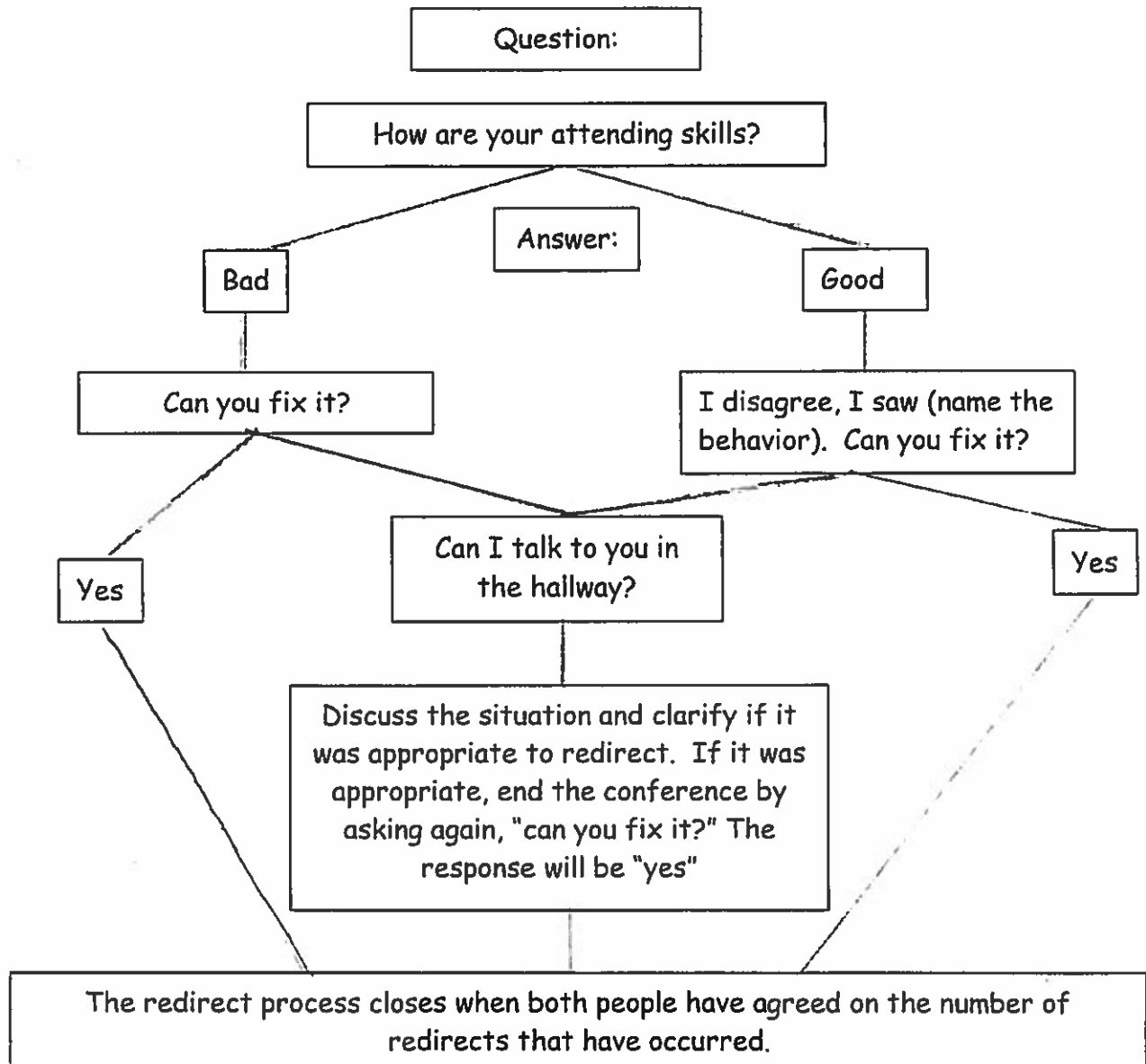
Introduce Yourself

Use Names

Attending skills

Wah Space 3 ft./ space between groups

CEO Discovery Program Redirect Script



Any comments that are outside of this script will be redirected as inappropriate feedback.