

Paris Independent Substitute Handbook

Paris Middle/High School

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“SUCCESS ONE BY ONE”



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Youth Service Center Coordinator – Kasey Spicer

PARIS MIDDLE/HIGH SCHOOL

Substitute Handbook

MISSION STATEMENT

The mission of PARIS MIDDLE/HIGH SCHOOL is to insure **Success ~ One by One**

VISION STATEMENT

Paris middle/high school will be a TOP 20 Kentucky middle school by eliminating achievement gaps, increasing proficient and distinguished performance on state testing, and preparing students for the rigors of high school.

EDUCATIONAL PHILOSOPHY

Paris Middle/High School recognizes that each child is a unique individual who has different needs which must be met in order to realize his or her full potential. We further believe that the curriculum offered and the methods of instruction used to present it should be as many and varied as are the needs of the children for whom they are devised. Our school should be a warm, happy, and comfortable place that provides each child the opportunity for success every day. Instructional programs provided should motivate, challenge, and develop the whole child mentally, physically, emotionally, socially, and morally. Finally, it is the belief of the school that one's education does not stop with the end of the formal educational experience. Therefore, the school intends that the educational program we offer prepares each child, to the extent of his or her abilities, to assume the responsibility for life-long learning and become responsible, contributing members of our international society.

BELIEFS

- ❖ All children can learn.
- ❖ All people have intrinsic worth.
- ❖ High expectations are essential for high levels of learning.
- ❖ People do best in an environment where they are valued.
- ❖ Creating and adapting to change are essential for optimal growth.
- ❖ Effort is the most important contribution people make to achieve success.
- ❖ Valuing individual differences are essential to a democratic society.
- ❖ Teamwork requires trust and communication.
- ❖ All children have an inherent right to be educated in a challenging, nurturing, and safe environment.
- ❖ Excellence is the standard for which we hold ourselves accountable.
- ❖ Quality schools are effective when the total community works together with a shared commitment.

SUBSTITUTE GUIDELINES

1. Each substitute must sign in and out in the school office. For security reasons and in case of an emergency, it is important for school personnel to know who is in the building at all times and why.
2. Check in with secretary, make sure that you sign necessary paperwork, get keys to room, and plans that teacher left with her. Be sure to return keys at end of day.
3. Substitute should always dress appropriately for the classroom or project activities. Remember you are a role model.
4. The principal, teachers, and staff should be respectfully called by either Mr./Mrs./ Ms. or their last name. Please avoid using their first name.
5. While substituting in the classroom, the following is required:
 - Always follow instructions given by the teacher
 - Never contradict or try to downgrade the teacher in front of the students
 - Always have a positive, interested, and friendly attitude with the students
 - Call students by their own names as soon as you can
 - Always remain calm and never get upset with any of the students
 - Always avoid calling across a room or in the halls
 - Never discuss students with anyone other than the principal
 - Never try to rush a student during any activity
6. If a child reports any type of physical, emotional, or sexual abuse, please do not question or counsel the child. It is a state law that you report the abuse to the proper authorities. The teacher, counselor, FRC, or principal will help direct you with this.
7. It is okay to laugh WITH the students but never AT the students.
8. Never be over friendly with the students. Maintain a professional attitude with all students at all times.
9. If you are present during an accident, immediately contact the office or proper authority. Remain with the student until the proper authorities arrive.
10. Always be positive when speaking with other teachers and students.
11. Offer praise to students frequently.
12. Good manners are copied rather than taught- Be a good role model
13. Avoid visiting with other adults any more than necessary. The students are your first priority.
14. Be punctual.
15. **DO NOT TAKE STUDENTS TO GYM**, unless you are the sub for gym class.
16. Profit from mistakes and take constructive criticism with a positive attitude.
17. Remember to exercise confidentiality.

Confidentiality

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

Drug-Free/Alcohol-Free School

Employees must not manufacture, distribute, dispense, and be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

Tobacco Products

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution. Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

Employee use of tobacco is prohibited at all times in or on any property owned or operated by the Board. In addition, use of tobacco in any form shall not be permitted in outdoor facilities owned or operated by the Board during all District sponsored activities, including sporting events.

The use of any tobacco product is prohibited in any Board-owned vehicle and any building owned or operated by the Board. The use of any tobacco product is prohibited in the presence of students during school hours or in the presence of students while performing services for the District.

Use of Cell Phones during the School day

Employees are permitted to possess cellular telephones and pagers on school premises. Employees having cellular telephones or pagers on campus shall be allowed to use them before and after school as well as during planning time or lunch breaks. Use of these items shall not be permitted during instructional time except in the case of an emergency such as, but not limited to, the health or safety of someone is threatened, the employee serves in the capacity of an active member of a volunteer fire fighting organization, or the employee serves in a volunteer emergency medical services organization.

Dress Code

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students.

The following dress codes shall apply to all staff employed by the Board.

Dressing up is encouraged

No jeans, regular shorts, "city" shorts, skorts, athletic shoes, tee shirts, or sweatshirts are to be worn by anyone, anytime, with the exception of field trips on "Field Days" that have outdoor activities as designated by the school Principal.

Instructional field trips without outdoor activities have the same dress code requirements as regular instructional days.

On designated school spirit days, Paris related tee shirts, school color polo, or sweatshirts may be worn. No shorts or jeans, athletic shorts, tee-shirts, sleeveless shirts, tank tops, muscle shirts, or shirts that expose the midriff area.

Physical education teachers may wear navy, tan, or black shorts or windbreaker style pants with polo-style shirts. Athletic wear may be worn if the teacher is personally engaged in the strenuous physical activity.

Specialized positions such as school nurse or Health Academy teachers may wear professional medical attire.

The following applies to all Female Certified Staff or Substitute:

Appropriate Attire

Dress Slacks or Docker Style slacks; dress style Capri pants (mid-calf)

Dresses and skirts must meet the Flamingo test

Blouses and knit shirts

Sweaters, pull-over or cardigan

Non form-fitting pants with tunic-length tops

Dress shoes or sandals

Inappropriate Attire

Jeans of any sort

Sweatshirts, Sweatpants, windbreaker pants and windbreaker jackets

Tee-shirts

Flip-flops or sandals without backs

Backless, see-through, tight-fitting low-cut blouses, tops and dresses, and shirts that expose the midriff area. No sleeveless or spaghetti straps attire.

No spandex or leggings style.

Dirty or stained clothing and shoes

Body art, visible tattoos or visible body piercing other than ears

The following applies to all Male Certified Staff or Substitute:

Appropriate Attire

Dress shirts with collars

Dress slacks or Docker style slacks

Dress shoes

Socks (required during instructional day)

School logo shirts or sweaters

Ties are required

Business suit

Sport coat or sweater

Inappropriate Attire

Sandals, flip-flops or shoes without backs

Jeans of any sort
Bib Overalls
Athletic jerseys and zipper tops
Sweatshirts, sweatpants, windbreaker pants and windbreaker jackets
Dirty or stained clothing and shoes
Body art, visible tattoos, or visible body piercing

Use of School Property

Substitutes are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Substitutes shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

Technology Use

Substitutes are discouraged from creating personal social networking sites to which they invite students to be friends. Substitutes taking such action do so at their own risk. All substitutes shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination. Individuals who refuse to sign required acceptable use documents or who violate district rules governing the use of district technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Substitutes shall be subject to disciplinary action, up to and including termination for violating this policy and acceptable use rules and regulations established by the school or District.

If you have questions about what constitutes acceptable use, please check with the Principal/District Technology Coordinator.

When substituting in a classroom and teacher has assigned a computer lesson or activity, substitute needs to monitor students (walking around classroom/library) while students are using the computers.

Other District Information

Preventing inappropriate relationships with students: Under state law and district policy, sexual relationships and sexual harassment between students and staff members/substitutes are illegal and can result in criminal and civil penalties. To prevent all appearances of inappropriate relationships between students and staff/substitute, staff/substitute must adhere to the following guidelines, which are designed to help our district supervise and protect students and protect staff from baseless accusations:

1) Set appropriate boundaries with students. Do not engage in any behavior that could lead to even the appearance of an inappropriate relationship. This includes, but is not limited to, flirting, suggestive

comments, engaging in sexual dialogue over the internet, giving inappropriate personal gifts, dating, asking for a ride home after school or sports, sending intimate letters or cards, touching inappropriately, telling off-color jokes, engaging in playful exchanges.

2) Report any inappropriate behavior initiated by students. If a student initiates any inappropriate behavior toward you, document the incident and report it to your supervisor. Keep any documentation in a personal file.

3) Report inappropriate behavior between students and other staff. State law requires staff to report all suspected child abuse to authorities, and a relationship between a student and staff member constitutes abuse.

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes.
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident.
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson.
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation.
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee.
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information.

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day.
- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney.
- Report to the Principal any threats you receive (oral, written or electronic).

SIGNED FORM

I, _____, have reviewed the substitute handbook and guidelines. I understand my role as a substitute at Paris Middle/High School. I have also discussed confidentiality with certified school staff and understand that all faculty, staff, and substitutes must maintain confidentiality of student information at all times. This includes information regarding student records, behavior, and academic performance. I understand that I shall not discuss student behavior or academic performance with anyone other than the teacher, principal or proper authority.

Substitute's Signature

Date