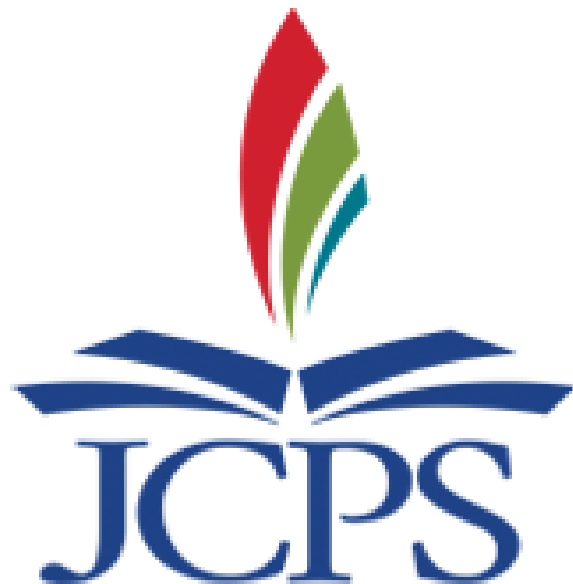


HELPING ALL STUDENTS GRADUATE PREPARED

JEFFERSON COUNTY PUBLIC SCHOOLS

SUBSTITUTE TEACHER HANDBOOK 2025-2026



To challenge and engage each learner to grow through effective teaching and meaningful experiences within caring and supportive environments.

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Welcome to Jefferson County Public Schools!

Let me be among the first to extend a warm welcome and a heartfelt thank you for the service you will provide to the students of Jefferson County Public Schools (JCPS).

Our district's vision is for all students to graduate prepared to reach their full potential and contribute as thoughtful, responsible citizens in our diverse and interconnected world. As a Substitute Teacher, you play a vital role in making that vision a reality. Your presence in the classroom ensures that learning continues seamlessly, and your impact will be reflected in the lives and achievements of our future leaders.

Substitute teaching is both a rewarding and challenging responsibility. You are entrusted with carrying out creative and effective instructional strategies in the absence of the regular teacher, and your flexibility, professionalism, and care are truly valued. We recognize that this journey may not always be easy, which is why we've prepared a **Substitute Teacher Handbook** to support you along the way.

While many of the topics included were covered during your mandatory orientation, this handbook is designed to be an ongoing resource. Inside, you'll find important reminders, procedural guidance, and key responsibilities—especially those related to maintaining a safe and supportive learning environment for all students. We encourage you to read through it carefully and keep it accessible for reference throughout the year.

Thank you once again for your commitment to the JCPS community. We're grateful to have you on our team and look forward to the positive difference you'll make in the lives of our students.

With appreciation,
Brandy Hatcher

Substitute Center Specialist
Jefferson County Public Schools

Important Telephone Numbers and Information

Substitute Teacher Center
VanHoose Education Center
P.O.Box 34020
3332 Newburg Road
Louisville KY 40218
485-3110

Payroll Department: 502-485-3248
MIS Technical Support: 502-485-3552

Absence Management (*to view and accept assignments*): **1-800-942-3767**
([From the JCPS homepage, click Employees, choose Logins, and Select Absence Management](#))

School Day

All substitute teachers are to be in the classroom 15 minutes before the starting time of school and must remain 15 minutes after dismissal unless otherwise instructed.

Job Number

Jobs must be assigned through Absence Management. Do not report to a job unless you have the job number assigned to you through Absence Management.

Snow Days / Inclement Weather

Substitute teachers should listen for public announcements and view the JCPS homepage website regarding snow days. Substitute teachers will not be paid for days when school is not in session. The Absence Management computer may continue to make calls on a snow day but disregard the calls. You may also make yourself unavailable to work that day on your Calendar.

DISTRICT START TIMES:

Scenario One					
7:30 a.m. - 2:10 p.m.		8:40 a.m. - 3:20 p.m.		9:40 a.m. - 4:20 p.m.	
ELEMENTARY		ELEMENTARY		ELEMENTARY	
Auburndale	Norton	Audubon		Alex Kennedy	Kennedy
Blake	Sanders	Brandeis		Atkinson	Kenwood
Bloom	St. Matthews	Carter		Bates	Kerrick
Camp Taylor	Stonestreet	Coleridge-Taylor		Blue Lick	King
Cane Run	Trunnell	Foster		Bowen	Klondike
Chancey	Tully	Greathouse		Breck-Frank	Laukhuf
Cochrane	Watterson	Hawthorne		Byck	Luhr
Crums Lane	Wheeler	Lincoln		Chenoweth	Maupin
Dixie	Wilder	Schaffner		Cochran	McFerran
Gutermuth	Wilkerson	Stopher		Coral Ridge	Medora
Hite	Wilt	Young		Dunn*	Middletown*
Layne	Zachary Taylor	MIDDLE		Eisenhower*	Minors Lane
Lowe		Carrithers	Olmsted North	Engelhard	Norton Commons
Mill Creek		Crosby	Olmsted South	Fairdale	Okolona
MIDDLE		Farnsley	TJMS	Farmer	Perry
Barret	Lassiter	Highland	Shawnee	Fern Creek	Portland
Conway	Minor Daniels	Hudson	Westport	Field	Price
Echo Trail	Moore	Kammerer	Western	Frayser	Rangeland*
Grace James	Ramsey	Mezzeek		Goldsmith	Rutherford
JCTMS	Stuart	Newburg		Greenwood*	Seiple
Johnson	W.E.B. DuBois	Noe		Hartstern*	Shacklette
Knight		HIGH		Hazelwood	Shelby
HIGH		Ballard	Seneca	Indian Trail	Slaughter
Atherton	Moore	Doss	Shawnee	Jacob	Smyrna
Breck-Metro	Minor Daniels	Eastern	Southern	Jeffersontown	Wellington
Butler	W.E.B. DuBois	Fairdale	Valley	Johnsontown Rd*	
Central	Western	Fern Creek	Waggener	SPECIALTY	
duPont Manual		Iroquois		Churchill Park	
Grace James		Jeffersontown			
Louisville Male		Pleasure Ridge Park		Highlight = Change in start time. *= Change in start time is less than 15 minutes. Bold= Change in start time is an hour or more	
SPECIALTY		SPECIALTY			
Binet	Phoenix	Mary Ryan			
Liberty	TAPP	Waller-Williams			
Newcomer					
Please note: 7:30 a.m. is a new start time. Some schools on the 7:30 a.m. list previously were at the 7:40 a.m. start time which no longer exists.					
Brown and Pathfinder remain at 8:00 am					

District Profile

- Largest school system in Kentucky
- 30th largest school system in the United States
- 77 percent of all children in Louisville/Jefferson County attend Jefferson County Public Schools (JCPS).
- JCPS has 411 teachers with National Board Certification.
- JCPS offers 22 magnet schools and 10 schools with magnet programs 169 schools
- 6,818 certified teachers
- 82 percent of teachers have a master's degree or higher
- 11,677 Parent Teacher Association (PTA) members

Student Demographics

- JCPS has 32 Semifinalist National Merit Scholars
- 96,198 students
- 46,000 bus riders
- 13,098 Exceptional Child Education (ECE) students
- 20,090 Multilingual students
- 145 languages spoken by JCPS students
- 63.1 percent of students are eligible for free or reduced-price meals.

Last revised June 2025

16 KAR 1:020
PROFESSIONAL CODE OF ETHICS
FOR KENTUCKY SCHOOL CERTIFIED PERSONNEL

This administrative regulation establishes the code of ethics for Kentucky school-certified personnel and establishes that violation of the code of ethics may be grounds for revocation or suspension of Kentucky certification for professional school personnel by the Education Professional Standards Board.

16 KAR 1:020. Professional code of ethics for Kentucky school certified personnel.

RELATES TO: KRS 161.028, 161.040, 161.120

STATUTORY AUTHORITY: KRS 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028 requires that the Education Professional Standards Board develop a professional code of ethics. This administrative regulation establishes the code of ethics for Kentucky school certified personnel and establishes that violation of the code of ethics may be grounds for revocation or suspension of Kentucky certification for professional school personnel by the Education Professional Standards Board.

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:
 - (a) 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 measures to protect the health, safety, and emotional well-being 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.
 - (b) To parents:
 1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
 2. Shall endeavor to understand community cultures and diverse home environments of students;
 3. Shall not knowingly distort or misrepresent facts concerning educational issues;

4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. 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.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. 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 704 KAR 20:585.

(21 Ky.R. 2344; eff. 5-4-95; Recodified from 704 KAR 20:680, 7-2-2002; Crt eff. 2-27-2020.)

Discrimination and Harassment:

What to Do If It Happens to You!

Definition of Harassment/ Discrimination

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Examples of Harassment/ Discrimination

- Racial or sexual name-calling
- Touching or grabbing a person's body in private areas
- Inappropriate comments or inappropriate treatment of a person with a disability
- Displaying sexually offensive pictures, magazines, notes, cartoons, and/or jokes
- Inappropriate comments or inappropriate treatment of a person based on gender
- For more detailed information, please see the *JCPS Discrimination Grievance Procedures Manual* or *Jefferson County Board of Education Policy Manual*.



1-2-3

STEPS YOU CAN TAKE



The Jefferson County Public School District shall not discriminate on the basis of age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, gender identity, gender expression, veteran status, political affiliations or beliefs, and/or religion.

www.jefferson.kyschools.us
Equal Opportunity/Affirmative Action Employer
Offering Equal Educational Opportunities

36540 DiscrHarassmStudBro 3-16ej



STEP ONE 1

What to Do

- Tell the individual to stop the offensive behavior immediately.
- Tell an adult immediately. If you are on the bus, report it to the bus driver; if at school, report it to your teacher, counselor, principal, or another responsible adult staff member.
- Write down the details of the incident.

What to Expect

- The school principal or designee will contact you to discuss the incident.
- You will receive a decision (feedback) within five days from your principal or designee regarding the outcome of your grievance.
- If you (or your parent/guardian) are not satisfied with the school-level resolution, you may go to the next step.



STEP TWO 2

The Next Step

Complete a formal Grievance Form found in the *JCPS Discrimination Grievance Procedures Manual*, which you may obtain from your local school or by visiting the Jefferson County Public Schools (JCPS) website at www.jefferson.kyschools.us or by contacting:

Compliance and Investigations Director
 Jefferson County Public Schools
 C. B. Young Jr. Service Center, Bldg. 1
 3001 Crittenden Drive
 Louisville, KY 40209
 (502) 485-3341

What to Expect

- The Compliance and Investigations director or designee will contact you and/or your parents/guardians for additional information.
- An investigation will be conducted.
- You can expect to receive a decision, on average, within 25 school days.



STEP THREE 3

If It Happens to You

Remember, the JCPS District does not tolerate harassment/discrimination for any reason. If an incident occurs, corrective action is taken, as described in the *JCPS Code of Acceptable Behavior and Discipline* and the *Student Bill of Rights*.

Additional information and assistance also are available from:

U.S. Department of Education
 Office for Civil Rights, Region III
 Wanamaker Building, Ste. 315
 100 Penn Square East
 Philadelphia, PA 19107
 (215) 656-8541



Substitute Teacher

Quick Tips & Techniques

Prepare for your Assignment

- Arrive 15-30 minutes early. Being early will allow you time to prepare for the day without being in a rush.
- Be professional in dress and attitude.
- Turn off or silence your cell phone.
- Read through lesson plans thoroughly.
- Be interesting and get involved with the students.
- Leave detailed notes at the end of the day with your phone number.
- Know the legal responsibilities, policies, and sub-expectations.

Develop your "Effective Teacher" Skills

Use these skills to become a more effective teacher:

- Come prepared to teach
- Follow Lesson Plans
- Develop skills of good direction giving
- State objectives for the day
- Present sequentially
- Combine written and oral directions
- Be sure to have the students' attention
- Project a positive tone
- Use positive reinforcement
- Have an alternate lesson plan to fill gaps
- Have a bag of tricks and games

Practice Classroom Management

Being able to successfully manage a classroom can be a deciding factor on the type of day you will have.

- Introduce yourself.
- Let students know your expectations.
- Be firm and consistent, but do not argue.
- Use positive reinforcement.
- Stay organized and keep students busy.
- Make transitions smooth and easy.
- Show a sense of humor.
- Be confident.
- Be human.

Learn Building Procedures

When you get to a school, it's essential to know the standard building procedures:

- Ask questions. The front desk will be a great resource.
- Use initiative.
- Know where to go for help.
- Don't be afraid to ask for help.
- Familiarize yourself with the school district's disciplinary procedures.
- Know what to do with that one child you are unable to handle.

Important Reminders

- Do not go to a school without a job confirmation number.
- Report to your assignment 15 minutes before the school day begins.
- Sign in and out **DAILY** for **ALL** assignments at each location.
- Review and implement lesson plans.
- Stay 15 minutes beyond the end of the school day. Take this time to clean the classroom and leave a note to the teacher.
- If you accept a job in advance, please review the job the night before or the morning of to make sure the job has not been canceled.
- Do not leave school grounds for lunch.
- Work with the front office to arrange breaks and lunches.
- Substitutes do not have a planning period. School officials may assign you to other duties during times when you do not have students in the classroom.
- School officials have the authority to reassign you to another content area if they deem it necessary.
- If an investigative situation occurs, contact the building principal or an official. Please document this situation with full details and email it to the Substitute Teacher Center immediately at jcps.subcenter@jefferson.kyschools.us.
- Report to the school office at the end of the day. You should always receive a receipt stating that you have worked. Please keep receipts until payment has been received for the assignment. If a receipt is not available, ask if you can leave an addressed envelope for your receipt to be mailed to you.
- You may contact our office with any payroll discrepancies or call Payroll directly at 485-3248.
- **Retirees** - YOU are responsible for knowing and keeping up with your Daily Wage Threshold (DWT) according to the Kentucky Teachers Retirement System (KTRS). **Failure to adhere to KTRS guidelines may result in repayment obligations from the retiree.** JCPS is **not** responsible and/or liable for any penalties resulting from overpayment. **Please track all of your time worked!** *****
- It is imperative to review all of your new hire materials and communication sent by the Sub Center and/or Payroll. Regular email communication will be sent to your JCPS email.
- Please submit a change of name/address/phone request online through the Records Department.
- Make sure that you understand all stipulations surrounding incentive payments as a Substitute Teacher.

Employment Information

Selection and Employment of Substitute Teachers

The following documents and criteria are needed to complete an **application** (New Hires and Rehires only) for employment:

- Copy of Kentucky Teaching Certificate—if you are not eligible for a Kentucky Teaching Certificate, the Substitute Teacher Center will apply for an Emergency Teaching Certificate for you. No substitute may work without a valid teaching certificate.
- The minimum qualifications are 64 semester college hours and a 2.45-grade point average (GPA) on a 4.0 scale, from an accredited institution. Also, an online Character and Fitness Statement must be completed and approved by the Educational Professional Standards Board.
- Some experience working with school-age children.
- Official college transcript(s) showing degree(s) or total number of hours completed in a sealed envelope.
- Criminal Records Check processed by the state police and the FBI. The applicant's fingerprints and \$51.25 are required. Fees may be changed without notice. Records checks are valid for 1 year.
- State law or KY Administrative regulations require a Child Abuse/Neglect Check as a condition of Employment. (CAN) (*\$10.00 processing fee*). KY Administrative regulations may be found on the internet at <http://www.lrc.ky.gov/kar/titles.html>.
- Proof of employment eligibility in the United States. The Substitute Center can answer questions about required documentation.
- Negative results on a tuberculin skin test.
- Complete Physical (must have been completed with the year).
- Participation in an orientation for substitute teachers.
- Four references with a minimum of two current professional references need to be returned by email to the Substitute Teacher Center for consideration of employment.
- Current Substitutes are required to complete an annual Substitute Assurance form at the end of every school year.
- All required JCPS training (this may be housed online in Vector Solutions).

New Hire Information

Upon hire, please review all attachments and information received. Verify the correct spelling of your name, address, and last four of your social and check for any pay discrepancies. Report any findings to the Sub Center immediately.

Substitute Teacher's Salary Schedule

Certified Substitutes are placed on the Substitute Teacher's Salary Schedule based upon educational qualifications. The Substitute Teacher's Salary Schedule is announced at the beginning of each school year.

JOB FAMILY V SALARY SCHEDULE		
SUBSTITUTE TEACHERS SALARY SCHEDULE		
2025 - 26		
RANK	DESCRIPTION	DAILY RATE
I	Master's plus 30 semester hrs	195.0000
II	Master's Degree	185.0000
III	Bachelor's Degree	175.0000
IV	96 semester hours plus	165.0000
V	64-95 semester hours	155.0000

Substitute Teacher Incentive Pay:

- **Exceptional Childhood Education (ECE/Special Ed):** \$20.00 extra per day for substituting for an ECE certified teacher position
- **Early Childhood (ECH):** \$20.00 extra per day for substituting for an ECH certified teacher position
- **Non-Enhanced Support Consecutive Day:** After working 20 consecutive days, at any combination of schools, receive a stipend payment of \$500
- **Enhanced Support Consecutive Day:** After working 20 consecutive days at any combination of enhanced support schools, receive a stipend payment of \$1,000
- **Emergency:** \$50.00 extra per day for an approved emergency day assignment at a particular school. All Emergency Day assignments must be pre-approved by the Chief of Human Resources.

Temporary Appointee (Long-term) Assignment Incentive Pay:

- After working 20 consecutive days for the same absent certified teacher, the substitute teacher's pay will increase by 1.5 the normal rate, with other incentives removed, beginning on day 21 until the end of the assignment.
- After working 21 consecutive days for the same absent certified teacher, the substitute teacher will receive a one-time payment of \$1,000 in addition to the increase in the normal rate explained above.
- **NOTE:** Temporary Appointees are not eligible the following sub incentive pays at the same time they are receiving the 1.5 pay increase: ECE \$20/day ECE Sub, ECH \$20/day, Non-Enhanced Support Consecutive Day, Enhanced Support Consecutive Day and Emergency \$50/day.

To be eligible for the incentives listed above, a substitute must work the full instructional student school day.

Incentive pay ends at the end of each school year. Incentive goals must be met each new school year.

The 2025-26 Substitute Teacher salary schedule is not marked to Cost of Living Adjustment (COLA)

Incentive pay ends at the end of each school year. Incentive goals must be met each new school year.

We must receive an official transcript directly from the college/university reflecting your degree or additional hours to process a rank change due to education. All rank changes must follow the board-approved Sub Teacher Salary Schedule. Once a transcript is received, the pay increase will take effect at the beginning of the next payroll period.

Please do not have your transcripts mailed. The college/university can email transcripts to jcps.subcenter@jefferson.kyschools.us. You may also hand deliver official **sealed** transcripts to the substitute center located at the Vanhooe Education Center.

Sub Teacher Incentive Pay Options

\$20.00 per day for substituting for an Exceptional Child Education certified teacher position.

\$20 per day for substituting for an Early Childhood certified teacher position.

Extra Person assignments are not eligible for certified Sub Teacher incentives. **ONLY** the Lead Teacher in the classroom will receive incentive pay when all criteria above is met. If you are assisting a teacher in the classroom, please confirm with the Sub Center as it can leave you ineligible for incentive payments.

ALL incentive options are designated for **full instructional days only**, half days do not count.

Temporary Appointees (Long-Term Substitutes)

Temporary appointee assignments (TA's) are generally reserved for substitute teachers who hold a full KY teacher certificate to teach and have served in one single assignment/position at a particular school for 21 **plus** consecutive full workdays without interruption, (**half days are not counted**) in active service and with a set roster of students in attendance.

A Temporary Appointee serves as the teacher of record in the long-term absence of a teacher or a teacher vacancy to be filled. Temporary appointees will make lesson plans, implement lesson plans and be responsible for recording and maintaining student grades. A Temp appointee must work the day before a holiday to receive pay for that holiday and only if it occurs after the 21st day of the assignment. All (TA) assignments must be approved by the Substitute Center before the assignment begins.

Beginning on the temporary appointee's 21st day he or she will be paid at the rate of a substitute teacher times 1.5. The incentive rate of 1.5 times the sub's daily rate takes effect on the 21st day. **There is no retro pay back to the first 20 days.**

After working 21 consecutive days for the same absent certified teacher or same vacancy, the substitute teacher will receive a one-time payment of \$1,000 in addition to the increase in the normal rate explained above.

Paid leave is not provided to temporary appointees. Temporary appointees receive pay for paid holidays that occur during the assignment after the 21st day. Temporary Appointees are expected to work every day in the assignment even after the 21st day is complete. Temporary appointee assignments will first be filled by substitute teachers who hold a KY teacher certificate. If a certified substitute teacher is not available for the assignment, the long-term assignment will be filled according to 16 KAR 2:030 Section 2.

Long-term assignments are "true" Teacher vacancies and/or absences for Certified Substitute Teachers **ONLY**. **The incentive is only valid if the sub remains in the assignment the entire assignment.** The sub must be covering for the Teacher of record for the same roster of students. If the sub is moved to another classroom at any point during the assignment, the Long-Term contract becomes null and void.

Long-term assignments are incentives for Substitute Teacher positions and do not include benefits or escrow.

Substitute Payroll/Cert Renewal & Additional Information

Substitute Pay Receipt

At the end of each day, you should return to the school office to receive an official Payroll Receipt. Please be sure that your name and Employee ID number are on this receipt along with the Job Number assigned by the Absence Management system. Retain your copy to ensure that you are accurately paid.

Substitute Payroll and Paycheck Problems

Payroll stubs are emailed to the substitute teacher's JCPS email address every two weeks. These stubs include pay for each day worked in the two weeks preceding the pay week. The Payroll Department does withhold state retirement. County, state, federal, and FICA taxes are withheld. Any questions concerning payroll should be directed to your Payroll Department as indicated on the inside front cover of the Substitute Teacher Handbook.

Medical Requirements

The JCBE may require an employee to submit to medical examinations if it appears to the board that the employee is physically or mentally unable to discharge his or her duties.

Certification Renewal

Substitute teachers who do not

hold a KY teacher certificate are required to apply for the emergency substitute teacher certificate annually. Substitute teachers with extended certificates and KY teacher certificates must renew the certificate at the time of expiration. Failure to keep substitute and or KY teacher certificates current can result in removal from the Substitute Teacher list.

Use of Physical Restraint and Seclusion

Pursuant to Section 6(1) of 704 KAR 7:160, Substitute Teachers will be required to review the webinar and pass the online test, administered by the Kentucky Department of Education in partnership with Kentucky Educational Television . The webinar focuses on positive behavioral supports and interventions to help school personnel increase appropriate student behaviors, decrease inappropriate or dangerous student behaviors, and respond to unsafe situations.

Failure to submit the certificate of completion from this training annually, within the specified deadline date, could result in removal from the Substitute Teacher List.

Be sure to sign out daily and return all room keys (if applicable). All rooms are to remain locked

Employment Benefits for the Substitute Teacher

Teacher Retirement

According to House Bill 637, which took effect on July 1, 2002 substitute teachers are now covered under KTRS. Substitute teachers will no longer contribute to Social Security.

Contribution rates are established by TRS. Employees are currently required to contribute 12.855 percent of their salaries into the system. The Commonwealth of Kentucky, as a non-employer contributing entity, pays matching contributions at a rate of 13.105 percent of salaries for local school district and regional cooperative employees hired before July 1, 2008. It pays 14.105 percent for those hired after that date. For local school district and regional cooperative employees whose salaries are federally funded, the employer contributes 15.355 percent of salaries.

- After five years of creditable service based on a 187-day work year, your account in the retirement system will be vested.

Travel Expenses

A substitute teacher may be reimbursed for travel expenses that occur when he or she is unknowingly assigned to substitute for a teacher who travels from one school to another during the same day. This would only be paid one time to the substitute. Full guidelines on travel reimbursement can be located on the JCPS website under "*Travel Guidelines*".

- If you terminate employment with less than five years of creditable service, you may request a refund of your contribution. You will receive interest for all years after the first year.

Retired teachers

It is the responsibility of the retiree to know the maximum daily and the annual number of days (DWT) they may work without affecting their present KTRS annuity. Please forward a copy of your DWT each school year.

It is also the responsibility of the retiree to keep up with how many days they are working during the Fiscal Year so they don't go over their DWT.

Direct Deposit

Direct deposit is mandatory for all JCPS employees. Please contact the Payroll Department with any change with your financial institution and/or account information.

Tax Sheltered Annuity Program

Substitute teachers may participate in the voluntary Tax Sheltered Annuity (TSA) Program, which provides the opportunity to save and invest for long-term financial goals.

Contributions are deducted from your pay before state and federal taxes are withheld. All earnings on contributions are sheltered from taxes while in the plan.

Visit the JCPS Website and search 403(b) Tax Sheltered Annuities for more information.

Workers' Compensation Insurance

All JCPS employees, whether full- or part-time, are covered by Workers' Compensation insurance. This employee benefit provides protection in the event of illness or injury as a result of employment with JCPS.

Workers' Compensation insurance pays benefits and claims regardless of other insurance policies and benefits. The wage compensation rate is approximately 66 percent of a salary up to a maximum of the state weekly wage average. The JCBE pays the full cost of the insurance protection and assumes liability, regardless of fault.

Unemployment Insurance

JCPS participates in the State Unemployment Program. The full cost of the program is paid for by the JCBE.

Employees are not eligible to receive unemployment compensation during an established and customary

vacation period or holiday recess. To be eligible for unemployment payments, the employee must have been terminated or suffered a loss of wages through no fault of his or her own. (Voluntary termination or discharge would not qualify for benefits.)

KRS 341.360 reads: No worker may be paid benefits for any week of unemployment that:

"begins during the period between two
(2) successive academic years, or during a similar period between two (2) regular terms, whether or not successive, or during a period of paid sabbatical leave provided for in the individual's contract, if the worker performs such services in the first of such academic years or terms and if there is a contract or a reasonable assurance that the worker will perform such services in any such capacity for any institution or institutions of higher education or an educational institution in the second of such academic years or such terms;"

All claims must be filed with the local State Unemployment Office.

Substitute Resources

Professional Development

JCPS provides many professional-development (PD) programs for all of the teaching staff. You are urged to attend meetings related to your teaching field. Workshops and other types of meetings are conducted for teachers in almost all teaching areas and at all grade levels during the school year.

Materials for Substitute Teachers

Substitute teachers are called upon to work in a variety of settings throughout the school year. Because students have varying abilities and interests, being prepared is the key to a successful day. Accumulating materials and strategies is something substitute teachers can do to be ready for anything that comes their way. The following places have information for substitute teachers.

Professional Development and Learning

All JCPS staff are lifelong learners. JCPS staff engage in high-quality professional learning to ensure our students graduate prepared, empowered, and inspired.

Call 485-3415 or email professional.learning@jefferson.kyschools.us for questions about PD or support.

Substitute Teacher Center Information

Personnel Folders

Your personnel file is available for your inspection in the Records Room at the VanHoose Education Center from 8 a .m. to 4:00 p.m., Monday through Friday. Personnel files contain basic employment information, change of status forms, and principals' evaluations of your classroom performance.

Change of Address, Telephone Number, or Degree Status

Complete the Employee Change of Name/Address/Phone Number Form located in the "Forms" section of this handbook and return it to the Records Room.

Resignations

If you decide you no longer wish to substitute teach, you should immediately write a letter of resignation and return it to the Substitute Center. You may also complete the resignation form found in the "Forms" section of this handbook.

Substitute Teacher Center Assignments

Substitutes must have a job confirmation number which is provided once you have accepted an assignment through Absence Management.

Receiving an Assignment

Substitute teacher assignments are assigned through the Absence Management system. The principal is responsible for evaluating the allocation of services in the manner deemed best for the administration

of the school. A principal may request that a substitute change assignments within the same school. A principal may also request that a substitute return the next day. However, verify all assignments to be sure the job is assigned to you. You may review your assignments on your calendar in Absence Management online.

You may receive assignments weeks in advance. Be sure to have your calendar available when receiving assignments. You will be given the name of the school, the grade level or subject area to be taught, the name of the teacher for whom you will substitute and the job number.

Be sure to record the job confirmation number. Please do not report to any assignment without a job number.

Since many schools in the district have the same name or similar sounding names, it is your responsibility to ensure that you have the correct name of the teacher for whom you will substitute, and the job number for the assignment you accept.

Factors Considered in Making Assignments

Assignments cannot be guaranteed. Every effort is made to distribute assignments as equitably as possible among those substitute teachers who are available to teach. The following criteria are used in making assignments:

- Certification required by the class
- Geographic locations requested
- Principal's and teacher's preference

- Record of substitute's availability
- Record of performance

Substitute Teachers Requested by Teachers and Principals

Substitutes who do a good job at a particular school are often asked to return to that school. Substitutes must have a job number before accepting an assignment. Returning to familiar students, staff, and school routines makes an assignment much easier. If you wish to be requested, leave your telephone number.

When a substitute teacher is requested by a teacher or principal, that substitute is notified if he or she is not already assigned. If you tell a teacher you will be available for an assignment, please honor that commitment. **You may not cancel one assignment to accept another assignment.**

The Absence Management system will attempt to contact a requested substitute teacher once each hour during a call-out. If the system is unable to contact the requested substitute by 8 p.m. the night before the job, the request will be released and the job will be offered to other substitutes. If a job is entered after 8 p.m. the night before the job, only one attempt will be made to contact the requested substitute before the request is released.

Jobs Must Be Assigned Through Absence Management

Do not report to a job at a school unless you have heard the job assigned to you through Absence Management. Substitutes must have a job number.

It has not been uncommon for teachers and administrators to ask substitutes to report to the school directly without entering the job in the system. Verify your assignment is entered into Absence Management when you report. Absence Management does allow substitutes to be requested and even to be preassigned to jobs

This procedure must be followed to ensure that all jobs in the district are filled. The Substitute Center is staffed from 6:00 a.m. to 4:30 p.m. if you have questions.

Substitute Teacher Database

The database includes your name, phone number, subjects, certification, and availability. A record is kept of each day you work when you are not available, and your refusal or cancellation of an assignment.

Effective 11/4/15 - **Substitute teachers are required to work at least 5 days a month.** Failure to work 5 days of assignments per month can result in discharge.

Late Calls

Late calls are those jobs that are created within an hour of the school start time. When you accept a late call, you have one hour to report to the school upon acceptance of the assignment. However, every effort should be made to get to the assignment as soon as possible. If a substitute arrives with less than a half a day remaining, the substitute will be paid by the hour. A record of frequently accepting assignments late may lead to compensation for the hours worked regardless of if there is more than half a day left or removal of your name from the Substitute Teacher list.

Declining an Assignment

As long as you work the required 5 days a month, declining an offer will not adversely affect your continued employment as a substitute teacher with the district. We request that you make yourself unavailable for any time period of extended absence to avoid phone calls through the Absence Management system.

Securing an Assignment

If you have been unable to accept an assignment after calling the Absence Management system or attempting to select the assignment online through Absence Management, you may call the Substitute Center at 6:00 a .m .for assistance in getting a job.

Unavailability

Please be sure to enter your

unavailability in the Absence Management system by making yourself unavailable on your calendar by calling 1-800-942-3767 or by logging into Absence Management online.

Canceling an Assignment

On occasion, an instance may arise when you have accepted an assignment and then you are unable to complete the assignment due to an emergency. If such a situation becomes apparent the night before the job, call the system and choose the option to cancel.

If you must cancel in the morning within an hour of the job start time, call the Substitute Center office at 485-3110. A record of frequently declining assignments and/or declining assignments late may lead to removal of your name from the Substitute Teacher List.

In the Classroom

Responsibilities and Ethics

A substitute teacher accepts an assignment as a professional staff member who is capable of instructing students.

Substitute teachers are expected to observe the same ethical codes as the classroom teacher and maintain a professional attitude toward work.

A friendly and cooperative attitude toward staff and students will encourage your acceptance as a member of the staff.

You are specifically cautioned about the following:

- Do not criticize the teacher for whom you are substituting.
- Do not criticize schools.
- Do not make uncomplimentary comparisons of schools (even rival schools).
- Do not discuss students' grades.
- Keep all student information confidential.
- Do not use profanity in the presence of students or in the school.
- Do not present sectarian views in religion or partisan views in politics.
- Do not leave the school before the afternoon dismissal even if the teacher you are substituting for has a planning period at the end of the day.
- Turn in all money collected to the school bookkeeper. Give students a receipt. Leave a receipt for the teacher, and keep a copy.
- Turn in all keys at the end of the day.

All student records are to remain confidential. A student's grades, medical information, family information, or discipline records are never to be discussed or released.

The substitute should follow the lesson plans of the regular teacher as closely as possible. In the event that no lesson plans are available, the substitute teacher should be prepared to pull together an engaging, productive assignment using classroom materials and information from students and fellow teachers. Plans and materials must be approved by the school administration. All written work assigned by the substitute should be scored to determine the student's number of right and wrong responses, but the grades should not be recorded in the grade book of the regular teacher. A brief report of what was accomplished should be left for the regular teacher. For your convenience, a form is provided in the "Forms" section of this handbook for duplication.

The duties of a teacher extend beyond the classroom. Therefore, a substitute is expected to perform other duties that have been assigned to the regular teacher, unless other arrangements have been made by the principal.

Teachers may be assigned some building responsibilities, such as lunchroom duty, hall duty, playground duty, and extracurricular duties. At the beginning of your assignment, ask what duties are involved. The prompt and faithful performance of these duties is absolutely necessary for the smooth and safe operation of a school. Since substitute teachers take the place of the regular teachers in all aspects, it is their responsibility to be on duty at the assigned place and time in order to avoid the risk of liability in case of an accident to a student. In the event of an accident, the substitute should copy the report and place the original in the teacher's mail box and keep a copy for him or herself.

Dress

Substitute teachers should maintain a professional image in personal appearance and attire. Appropriate attire and a neat personal appearance are necessary to make a good impression and to win the respect of the class and the school administration.

Individual schools have established dress standards; however, professional dress is always appropriate. In most schools, sweatshirts, jeans, T-shirts, and sandals are not appropriate. At Eastern High School, male substitutes are required to wear a tie.

In general

The only permissible visible body piercing is a female's pierced ears. Clothing and accessories with slogans that are suggestive of drugs, alcohol, sex, or obscenities or that are a disturbing influence are not permitted.

School Lunch

Locate the cafeteria on the way to your classroom. You will only have 20 minutes for lunch. You are not permitted to leave school grounds for lunch. Please do not ask to leave. A 10 minute break should be allowed.

Reporting to an Assignment

You are to arrive at your assigned school so that you may be in the classroom at least 15 minutes before school starts. Report immediately to the school office to receive information regarding room assignments, materials, lesson plans, class roles, seating charts, records, special duties, and other necessary directions.

Familiarize yourself with the rules and regulations pertaining to fire and safety drills in any building to which you are assigned. If specific instructions have not been left, check with a neighboring teacher for a procedure to follow.

Teacher's Schedule and Lesson Plans

Teachers are required to have lesson plans prepared in the event of an absence. Lesson plans may be enclosed in a folder you receive in the office or may be on the teacher's desk. It is important to carry out the teacher's lesson plans completely.

A substitute should look for a teacher's schedule of daily events (lunch, bus, dismissal, and assemblies) in the teacher's substitute folder or Lesson Plan Book. If no lesson plans are available, office staff should provide you with lesson plans or direct you to the department chairperson, team leader, or another content teacher.

Teacher's Manuals/Curriculum Guides

Each teacher should have a teacher's edition of the student textbook on or near the desk. These manuals have assignment suggestions and answers to chapter questions. Teachers may also have a teacher's edition of student workbooks that are completed with answers.

Teachers and department chairpersons have curriculum guides that contain what is to be taught in a particular class and many suggestions and ideas on how to teach these subjects. These guides contain many good methods and strategies.

Activities to Start the Class

Students should be engaged as soon as they enter the room.

You may write a beginning activity on the board or on chart paper. The activities that work best have several things in common:

- Activity uses student's prior

- knowledge.
- Activity is simple and short (five to ten minutes).
- Directions are straightforward and simple.
- Activity is open enough to accommodate students who arrive early and late.
- Activity directly relates to the day's lesson.

Examples

Review of Previous Instruction

Upon arriving in the room, the students are directed to instructions on the board. The instructions direct them to think about yesterday's lesson, write down two points they remember, and explain why they remember the points. Students then share their ideas with the whole class.

Question Generation

As students arrive, write directions on the board that instruct them to look at the outline for the day's lesson and to write three questions about the lesson. When class starts, you may ask for the questions at random, have students meet in groups to combine questions, or ask the students to turn in the questions.

Research Challenge

Write questions on the board that require students to use classroom materials to find the answers. Students work either individually or in teams to be the first to find the solutions.

Administrative Duties and Record Keeping

Attendance must be recorded by the substitute on the attendance sheet,

and absentees must be reported to the local school office. Leave the attendance records for the classroom teacher as well as absence excuses, notes from parents, or doctors' excuses.

Survey information from the students is often needed during the school year. This data is usually obtained during homeroom period and sent to the school office.

Careful records of money and miscellaneous articles collected should be kept and left for the regular teacher. These include money collected for fees or payments, lost and found articles, and articles taken from students for safekeeping or other reasons. Money should always be sent to the office for safekeeping.

Seating Charts

Seating charts provide an aid to remembering students' names, thus facilitating good classroom management. Calling a student by name can make a difference. If you make a chart, leave your chart for the classroom teacher and perhaps it will remain in the substitute folder for the next time you substitute for that class.

Homework

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

Seatwork

Seatwork should be meaningful. Suggestions for seat work in all subject areas are listed in each curriculum guide. Workbooks and seat work should be checked in class each day. This encourages the student to complete his or her work and correct

errors where necessary. No numerical grades are to be used in the regular elementary school. Instead, a letter grade, positive statement, a check mark, stamps (for younger students), or the number right or wrong should be used.

End of the Day

Be sure that you have completed all necessary paperwork and the classroom is left neat and orderly, with all materials returned. Do not rearrange the teacher's station or remove any of the teacher's supplies.

Check your pockets. Be sure to return all keys that were given to you when you reported to work. Turn in all money collected during the day to the office. Any lost or found articles should be noted and left for the regular teacher.

Communication with the Teacher

The regular teacher always appreciates knowing about the progress the students made during his or her absence. It is important that you leave a note indicating the assignments that have been completed as well as any new assignments you have made. Leave the written work that you have

checked for the regular teacher to review. Comments on the behavior of students are appreciated by the regular teacher. Please leave a note in the teacher's mailbox, and retain a copy for your files.

For your convenience, a form is provided in the "Forms" section of this handbook for duplication.

Signing Out

Do not leave the building until 15 minutes after the dismissal of students.

As a substitute teacher, you have assumed the responsibilities of the regular teacher.

When you report to the office to inform the office staff that you are leaving, you may learn whether your services are needed for another day. If you are asked to return, the school secretary should enter the assignment in Absence Management and assign you the job. This will assist in avoiding duplication of assignments and an early morning call to you when you already have an assignment. When you get home, check Absence Management online or call 1-800-942-3767 to verify the assignment. Do not report to the job unless you hear/see it on your list of confirmed assignments. You must have a job confirmation number.

Student Teachers and Paraprofessionals

The substitute teacher takes the place of the regular classroom teacher and has the full responsibility of the class when a student teacher or paraprofessional is present. A student teacher or paraprofessional can be of great value in implementing the lesson for the day, since they are familiar with the work and the students in the class.

The substitute should use these people to his or her advantage, but the substitute must remember that the substitute teacher is responsible for the class.

Team Teaching

The substitute teacher should rely on the other member(s) of the team for suggestions or advice in team-teaching situations. As a member of the team, the substitute teacher is expected to teach.

Audiovisual Equipment

In most instances, if audiovisual equipment is needed for a class, it must be checked out from the media center and returned on the same day (unless there is a policy in the building that prohibits this). If you are not familiar with the equipment, ask the media specialist for advice. Do not assume that the students know how to use the equipment. The equipment must be checked out in the substitute teacher's name and not in a student's name.

Items Requiring Office Approval

Classroom topics or materials that are not in the teacher's lesson plans require office approval.

Students are not to be interviewed by anyone in or out of the classroom without official permission. Students are not excused to leave school early under any circumstances without permission from the principal.

Accidents involving any of the students in your care must be reported immediately to the office of the principal.

Classroom Management

Substitute Responsibilities

- To help students improve their self- discipline
- To preserve the rights of others
- To stop behavior that interferes with the educational process
- To stop behavior that puts others in danger

Greet your students at the classroom door with a warm, friendly, and receptive greeting. Establish positive command. Use a low voice, and avoid talking over the students' voices.

Inform the class that you are the teacher for the day.

Introduce yourself to each new group of students. Write your name on the board to avoid any confusion during the day, and inform the students of your own classroom expectations and rules.

The best effective method of classroom management is good instruction. Have the assignment(s) from the teacher's plans on the board. Begin the assignment immediately.

Make your instruction brief and concise. Get the students engaged in the lesson. Move about the classroom throughout the class period or day.

Have students produce a product. Have paper and pencils ready to lend to students who do not have supplies.

It is important that the substitute teacher follow the schedule and lesson plans of the regular teacher. If no lesson plans are available, the substitute teacher should be prepared to use classroom materials and information from students and other teachers to create a plan.

Continue to move about the room throughout the class period or day. Do not sit at the teacher's desk for an extended period of time. You are not to bring newspapers, books, or magazines to the classroom to occupy yourself while the students work.

If a student must leave the room, issue a hall pass and make a note of the student's name and the time he or she left.

Ensure you check with the front office regarding breaks and hall passes, before you issue one to a student.

If a movie is shown, it must be one the teacher has left. Continue to walk around the room during the movie. Do not bring films with you or show a film that a student has supplied.

Students should be kept busy until dismissal time. Excess energy at the end of a day can be put to use by having the students help straighten and clean the classroom.

Unless on a long-term assignment, the substitute should not be concerned with rearranging the seating plan, bulletin boards, and other parts of the room organization.

Any materials and supplies the substitute uses during the day should be used carefully and returned in good condition. Keep your classroom tidy and clean. Handle the teacher's Plan book, grade book, and teacher's manual carefully.

Management Reminders

- Establish and maintain a positive presence.
- Begin class procedure the moment the bell rings.
- Establish expectations, and praise appropriate behavior.
- Give verbal rewards.
- Provide engaging, meaningful instruction.
- Have students produce a product.
- Be positive, and be firm.
- Appear confident and in control of the situation.
- Smile. Be enthusiastic.
- Expect the most from your students.
- Be a good model – students imitate.
- Use frequent eye contact.
- Use wait time, proximity control, and subtle signals.
- Use quiet reminders.
- Use private conferences. Ask a misbehaving student, “What can you do to demonstrate to me that you are serious about avoiding a referral?”
- If issues continue, use a direct reminder and warning, and then a referral.

Do not ridicule, belittle, or argue with the student. You may try giving a student with a behavior problem a responsibility, and see that he or she follows through.

Do not use corporal punishment. Paddling, slapping, and physical punishment of students in any way are all considered corporal punishment and violate JCPS policy. Physical force used with a student is prohibited. To ensure that no allegations are made against you, do not touch a student in any way.

As a last resort, exceptionally difficult problems of student control

should be referred to the principal with a written statement explaining the inappropriate behavior. Referral forms are available in the office.

The JCPS Code of Acceptable Behavior and Discipline is available in the school office.

Safety

Careful attention should be paid to every detail of student safety. The following safety practices should be followed:

- Only activities that are considered safe are to be included in the program.
- Students who are recovering from illness, including severe colds, are not required to participate in vigorous activities.
- Students should be closely supervised at all times.
- Games that encourage pushing and shoving should be avoided.
- Any accident or injury, no matter how slight, should be reported to the office.
- If there is any chance of coming in contact with the bodily fluids of a student, wear protective gloves. Follow universal precautions.
- Any student who appears to be ill should be sent to the office immediately. You should never administer medication to a student or allow a student to take medication without a note from the office.
- No food should be given to students.

How to handle a Physical Altercation

Substitutes should not use physical force. Instead, the Substitute should contact the office immediately so that the trained response team at the school can respond. Substitutes may use some of the tactics below while they wait for the Student Response Team.

- Initially, use verbal persuasion to separate students.
- If forced to use restraint to protect other students from harm, as a last result and emergency situation, use restraining force.

Do not become the aggressor. Do not get between the students. Try to persuade the aggressive student to another isolated area of the room away from the other student.

Substitutes may attend Safe Crisis Management Training, but

it is not required and substitutes will not be paid for attending. To schedule to attend this training call 485-6526. Please note this training is different from the state-mandated Promoting Positive Behaviors in schools, which does not authorize or instruct substitutes on how to use restraint tactics, but positive reinforcement and deescalating skills.

Teacher Liability

A substitute teacher may be held liable for any negligence resulting in injury to a student in his or her care if it can be proved that the teacher did not prepare and supervise prudently the student in the activity in which the student was injured. A substitute teacher is expected to practice the same degree of prudence and care that any other reasonable person would have practiced in the same situation.

Understanding Your Obligations with Reporting Child Abuse

MEMORANDUM

TO: ALL EMPLOYEES

FROM: MARTIN POLLIO, ED.D. *MP*
SUPERINTENDENT

SUBJECT: REPORTING CHILD ABUSE AND NEGLECT

DATE: AUGUST 5, 2024

PLEASE REVIEW AS SOON AS POSSIBLE

Introduction

This memorandum reaffirms and reemphasizes Jefferson County Public Schools' policies which require all employees to report suspected child abuse, child sexual abuse, child neglect, child dependency, human trafficking, and female genital mutilation in accordance with Kentucky law.

Definition of Abuse. Pursuant to Kentucky law, child abuse and/or neglect arises in instances including when a child's health or welfare is harmed or threatened with harm when his or her parent, guardian or other person exercising custodial control or supervision of the child:

- inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means;
- creates or allows to be created a risk of physical or emotional injury to the child by other than accidental means;
- commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child;
- abandons or exploits such child; or
- does not provide the child with adequate care, supervision, food, clothing, shelter and education or medical care necessary for the child's well-being.

(KRS 600.020) (attached).

Examples of abuse include physical abuse (i.e., assault or contact that causes physical injury or emotional injury) and sexual abuse (i.e., touching private areas or zones of a child's body). Examples of neglect in the school setting may include leaving a child unattended or unsupervised or leaving medication or controlled substances unsecured in a location accessible to students.

Definition of Human Trafficking or Female Genital Mutilation. State law defines human trafficking as "criminal activity whereby one (1) or more persons are subjected to engaging in: (a) Forced labor or services; or (b) Commercial sexual activity through the use of force, fraud, or coercion, except that if the trafficked person is under the age of eighteen (18), the commercial

sexual activity need not involve force, fraud, or coercion.” (KRS 529.010). Female genital mutilation is defined as “a procedure that involves the partial or total removal of the external female genitalia or any procedure harmful to the female genitalia” (KRS 508.125).

Mandated Reporters

KRS 620.030 and Board policies 09.227 (Child Abuse) and 09.2211 (Employee Reports of Criminal Activity) (attached) mandate that any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe, from any source, that a child under age eighteen (18) is dependent, abused or neglected, or is a victim of human trafficking or female genital mutilation, to report the suspected abuse, neglect, human trafficking, or genital mutilation to the appropriate authorities.

If you have or receive information that causes you to suspect that a child is dependent, has been abused or neglected, or is a victim of human trafficking or female genital mutilation, immediately make a report. Allow the proper authorities to investigate and determine what has occurred. When in doubt, report!

How to Report

Any JCPS staff member or employee who knows or has cause to believe that a child is dependent, neglected, abused, or a victim of human trafficking or female genital mutilation shall immediately:

1. Make an oral report via telephone to the Cabinet for Health and Family Services’ (Cabinet) Child Protective Services (CPS) or its designated representative by telephone (1-877-597-2331), a local law enforcement agency or the Kentucky State Police, or the Commonwealth’s attorney or county attorney; or
2. Make a written report through the Cabinet’s reporting system, including, but not limited to, making an electronic submission at the Cabinet’s online Protective Services Reporting System (<https://prd.webapps.chfs.ky.gov/reportabuse/home.aspx>).

If you are unable to reach a representative at the CPS Hotline or submit a written report to CPS electronically, then call the **Louisville Metro Police Department’s Crimes Against Children Unit (CACU) [(502) 574- 2465]**. **DO NOT** wait until the next day or, if it is a Friday, until the following Monday to make the report. You must make reports immediately.

When you call the CPS Hotline, submit a written report electronically through the Cabinet’s online Protective Services Reporting System, or call CACU, provide all of the information you have, including, if possible: (1) the name of the child who has been abused, the name of the child’s parents/guardians, and their address and telephone number; (2) the child’s age, and if known, the school that they attend; (3) the nature of the suspected abuse or neglect; (4) the name and address of the person whom you suspect is responsible for the abuse or neglect; and (5) any other information that you believe would be useful to investigate the suspected abuse or neglect, including any documents or other tangible information which relates to your report.

If there is video, social media postings, images, or other evidence related to the assault, the school should not review, investigate, or tamper with any of this evidence. **Information should be shared directly with law enforcement and the JCPS Security and Investigations Unit upon arrival.**

Do not inform the person or persons suspected of abuse or neglect of the allegations made against them or that you have called in or submitted an electronic written report to CPS or CACU.

After reporting the abuse to CPS or other appropriate agency, immediately inform your principal/supervisor of the report.

CPS will provide a case number for each report. Always keep the case number (not maintained in any student files) should you have to make follow-up calls regarding further abuse reports. Provide the case number to your principal/supervisor or the Superintendent's designee if your supervisor is the subject of the report.

CPS keeps a record of your name and the information on your call, and by law, will not release your identity as the reporter. **State law provides you with civil and criminal immunity from prosecution if you make a report of child abuse or neglect in good faith.**

Pursuant to KRS 158.155, the principal has a duty to report certain acts to the appropriate local law enforcement agency when they occur on school property or at school-sponsored events. If a District employee is suspected of causing student abuse or neglect, this is a personnel matter that should be reported to your principal or department supervisor so that appropriate action can be taken. This does not change or negate your responsibility to also report the allegation to CPS or other appropriate agency. If the allegation is against your principal or supervisor, report the allegation to either the assistant superintendent's office or the principal's next level supervisor.

Investigations

District personnel are not permitted to conduct an internal investigation in lieu of an official investigation by CPS, CACU, or other law enforcement authorities. Upon making your report, you may be asked by CPS to get more information from your original source. This is acceptable and is not considered "conducting an investigation."

If a CPS worker or a CACU officer visits your school to interview or assess a child alone, you are required to comply. Prior to allowing the interview, the principal/supervisor must review the credentials or badge of the CPS worker or CACU officer/detective to confirm their identity and document their name and agency. If the CPS worker or CACU officer presents credentials and/or a badge, staff are NOT REQUIRED to insist upon the presentation of a driver's license or other ID. You must then provide them with a room to conduct the interview. **Parent/guardian consent is not required.** District personnel are to follow the investigator or CPS representative's direction regarding whether to contact a parent/guardian. The District strives to provide full cooperation with CPS and CACU officials to not only fulfill the District's obligation under law, but also to protect its students.

When a CPS report concerns a JCPS employee, the principal/supervisor should not discuss the reported allegations with the employee until they have confirmed with JCPS Compliance and Investigations that the employee is not under investigation by CPS, CACU, or any other law enforcement agency, and have discussed the situation with JCPS Labor Management and Employee Relations.

Questions

If you have questions, please contact JCPS Compliance and Investigations at (502) 485-3341 or (502) 485-3499. For issues with reporting via the CPS Hotline, please call the Jefferson County Department for Community-Based Services within the Cabinet at (502) 595-5751.

Remember: every employee is responsible for reporting child abuse, child sexual abuse, child neglect or dependency, human trafficking of a child, or female genital mutilation of a child immediately. Failing to report suspected abuse or neglect or investigating before making a report may result in a criminal misdemeanor charge and/or disciplinary action by the District.

Attachments

MP:KB

****Excerpt from Child Abuse and Your Responsibility pamphlet compiled by Jefferson County Public Schools Student Relations and Safety in collaboration with Child Protective Services.* Please Visit -***

<https://www.jefferson.kyschools.us/departments/compliance-and-investigations/child-abuse-neglect-and> to view the entire child abuse policy.

Student Support and Behavior Intervention Handbook

To view the Student Support and Behavior Intervention Handbook, visit the JCPS website and search SSBIH to view the digital handbook.

Substitute Teacher Expectations

Maintain a professional attitude toward your work. Carrying rumors about student behavior in buildings where you have been assigned or making judgments about buildings on the basis of gossip is unethical and reflects discredit to the teaching profession of which you are a part. Substitute teachers are on the same professional level as classroom teachers and are expected to observe the same ethical codes. Individual criticism of other teachers or other schools destroys public loyalty to the school system and the community.

Plan to spend the entire time working with and for the students. No personal work of any kind should be done. The substitute teacher is expected to carry out the program as outlined by the classroom teacher and is not employed simply to maintain order.

Do not plan to have anyone visit you while you are on duty as a substitute teacher. Do not expect to leave the classroom for personal telephone calls. Do not make personal calls while in class. Messages will be taken and delivered to you. Make sure to leave personal property at home (i.e. laptops, iPad, etc.). The district cannot replace items if damaged.

Substitute teachers should maintain a professional image in personal appearance and attire. Appropriate attire and a neat personal appearance are necessary to make a good impression on and to win the respect of the class and the school administration. In most schools, sweatshirts, jeans, T-shirts, and sandals are not appropriate.

The substitute teacher has a responsibility to deal with every individual kindly and justly without prejudice or partiality. The teacher does not use his or her classroom privileges and prestige to promote personal gain and self-interest or to express views on partisan politics, sexual preference, racial/ cultural intolerance, or religion. A substitute teacher earns the respect of his or her colleagues to the extent that his or her personal performance merits this respect. A friendly, cheerful, and cooperative attitude toward both the building personnel and students will have a great deal to do with your acceptance.

Substitute Teacher Evaluations

It is the responsibility of the principal to evaluate each substitute teacher serving in his or her school during the year.

If you substitute teach three or more days in a school, the principal may send a supervisory report to the Substitute Teacher Center to be placed in your personnel file. A substitute teacher may be evaluated after being in a building only one day. A copy of the evaluation form can be found in the forms section. The substitute teacher is sent a copy of all evaluations and a written response **must** be submitted within seven business days **of receipt** of the evaluation. If no response is received within the 7 day timeframe, you may be blocked from working any assignments within the district. The Substitute Center supervisor may request to meet with a substitute teacher regarding an evaluation.

Evaluations will be made based on the following criteria:

- Classroom management
- Instructional performance
- Student/Teacher relations
- Work habits
- Professional attitude

A substitute teacher may be prohibited from working at a particular school, per principal request, which will be indicated on the evaluation. A substitute teacher can be removed from the substitute roster as a result of an unsatisfactory evaluation.

If an official investigation is requested and/or CPS is contacted, the substitute teacher will be notified and may be prohibited from working until the investigation is completed. Should a substitute teacher disagree with an evaluation, the grievance procedure for a substitute teacher should be consulted.

Dismissal

Substitute teachers may be terminated for some of the following reasons:

- Two or more unsatisfactory evaluations
- Unprofessional and/or unethical behavior
- Refusal/Cancellation of assignments
- Failure to work the required 5 days a month
- Use of corporal punishment
- Abusive language or behavior
- Lack of availability
- Insubordination
- Violation of District and/or school procedures
- Violation of EPSB policy

Substitute teachers who do the actions above or are reported as unsatisfactory by two principals or more during a school year, may not be reappointed for the following year.

Exceptional Child Education Programs

Exceptional Child Education (ECE) programs are designed to meet the needs of students whose approach to learning is different from that of their peers. The school district is committed to providing a high-quality education for students with disabilities by addressing academic, behavioral, transitional, and daily-living skills. A variety of programs, techniques, methods, and materials are available and used for individual instruction. ECE programs are provided on a full continuum to eligible students through the Comprehensive Program, special-needs classes, and special-education facilities and agencies.

Emotional/Behavioral Disability (EBD)

EBD serves students who exhibit emotional and behavioral problems over a long period of time in a variety of settings and to a marked degree that adversely affect educational performance. Types of services are resource and self-contained classes in Comprehensive Program schools, special schools, and special facilities, such as hospitals. Teacher assistants are often used in EBD classes.

Hearing Impairment (HI)

HI serves students with hearing losses that range in severity from mild to profound and that adversely affect communication skills and/or educational performance. Types of services are itinerant, resource, and self-contained classes in comprehensive Program schools and classes located at the Louisville Deaf Oral School. Based on the communication needs of each student, academic instruction is presented using auditory/oral or total communication methodology. Teacher assistants aid HI students.

Physically Disabled and Other Health Impaired (PDOHI)

PDOHI serves students whose health problems or physical Impairments adversely affect performance in Comprehensive Program classes. Types of services are resource and self-contained classes in Comprehensive Program schools. Teacher assistants are used in PDOHI classes.

Multiple Disabilities (MD)

MD serves students who have combinations of two or more disabilities (e.g., mentally disabled-visually impaired or mentally disabled-orthopedically impaired), which result in such severe problems that appropriate services cannot be provided in a single categorical program. Types of services are itinerant, resource, and self-contained classes in Comprehensive Program schools, in the Binet School, and in other special facilities. Teacher assistants are used in self-contained MD classes and in others as needed.

Moderate to Severe Disability (MSD)

MSD serves students who have significant delays in intellectual functioning and adaptive behavior development and require specialized instruction to realize maximum skill development. Types of services are itinerant, resource, and self-contained classes in Comprehensive Program schools and at Churchill Park School. Teacher assistants are assigned to all self-contained MSD classes.

Visual Impairment (VI)

VI serves students whose corrected vision is 20/70 or lower in the better eye and/or whose visual impairment requires specialized instruction and/or materials. Types of services are itinerant and resource classes in Comprehensive Program schools. Teacher assistants are typically not used in VI classes.

Mild Mental Disability (MMD)

MMD serves students whose delayed development in intellectual functioning and adaptive behavior adversely affects educational performance. Types of services are collaborative, resource, and self-contained classes in Comprehensive Program schools.

Learning Disabilities (LD)

LD serves students who exhibit a severe discrepancy between intellectual ability and academic achievement in the areas of basic reading, comprehension, mathematic calculation, mathematic reasoning, written expression, and listening comprehension. Types of services are collaborative, resource, and self-contained classes in Comprehensive Program schools.

Communication Disorder (CD)

CD serves students who have mild to severe impairments in Articulation, language, voice, and/or fluency. Types of services are individual and/or group speech/language therapy and/or consultation with the Comprehensive Program and/or ECE teacher by the speech/language pathologist.

Please note:

- Under policy from the Kentucky Department of Education (KDE) for Exceptional Children, it is permissible (and often occurs) that students from different categories are mixed. For example, an MMD student may be served in a classroom.
- Students placed in self-contained units may be included in the Comprehensive Program for any portion of the day as determined in the Individual Education Program (IEP).
- Types of services might change from year to year, depending on students' needs as determined in the IEP.

Absence Management

Viewing and Accepting Jobs



Absence Management

SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the **"Having trouble signing in?"** link for additional troubleshooting details.

Sign in with a Frontline ID

Frontline Username

Frontline Password

Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

Having trouble signing in?
[Click here for more information](#)
[Or Sign in with Organization SSO](#)

SEARCHING FOR AVAILABLE JOBS

Review available jobs directly on the homepage or via the "Available Jobs" option in your side navigation. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Absence Management Victoria County School District

Melody Pond Multi-District View

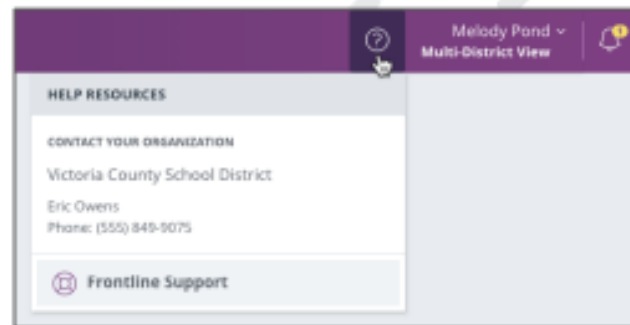
June 2023 July 2023 August 2023

1 Available Jobs 2 Scheduled Jobs 1 Past Jobs 0 Non Work Days

Date	Time	Duration	Location	Filter
Beasley, Pam				
Thu, 6/15/2023	8:00 AM - 5:00 PM	Full Day	Victoria County School District Coal Hill School	Reject Accept

GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search "Frontline Education" via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

When the system calls you, be sure to say a loud and clear "Hello" after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

When You Call into Absence Management

- 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 Absence Management Calls You

- 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 interested in available jobs – **Press 1** and enter PIN, followed by the # sign

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

- | | | |
|-----------------------------------|-------------------------------------|--|
| • Getting Started | • Popular Questions | • Frontline Mobile App |
|-----------------------------------|-------------------------------------|--|



Forms Section

The following forms are available in the “Forms” section: Employee Auto Insurance Affidavit/Travel Voucher, Letter of Resignation and other reference sheets used daily on assignments.

Month _____

Substitute Assignment Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____
Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____
Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____
Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____	Date: _____ Job#: _____ Teacher: _____ Instructions: _____ _____ _____

Substitute Teacher Report

Substitute: _____

Date: _____

Phone Number: _____

Grade: _____

Substituted for: _____

School: _____

Notes Regarding Lesson Plans:

Terrific helpers:

Notes regarding behavior:

Additional Comments:

Seating Chart



EMPLOYEE INFORMATION CHANGE FORM

EMPLOYEE CHANGE OF: NAME/ADDRESS/PHONE NUMBER/EMERGENCY CONTACT

Email completed form to emprrelations@jefferson.kyschools.us.

EMPLOYEE NAME: _____
Last Name First Name Middle Initial Suffix

JCPS EMPLOYEE ID #: _____ LAST 4 DIGITS OF SOCIAL SECURITY #: _____

Complete **SECTION 1** if you need to submit a change of ADDRESS, PHONE NUMBER, or EMERGENCY CONTACT INFO.

Complete **SECTION 2** if you need to submit a NAME CHANGE. (Copies of new Social Security card and picture identification with new legal name must be attached.)

Complete **SECTION 3** if you are a CERTIFIED TEACHER or ADMINISTRATOR (mandatory).

ALL employees must complete SECTION 4.

SECTION 1

NEW ADDRESS: _____
NEW Street Number and Name City, State, and ZIP Code
FORMER ADDRESS: _____
Previous Street Number and Name City, State, and ZIP Code
TELEPHONE (with area code): _____
EMERGENCY CONTACT: _____

SECTION 2

NEW LEGAL NAME: _____
First and Last Name Phone Number Relationship
FORMER NAME: _____
Last Name First Name Middle Initial

SECTION 3 (CERTIFIED TEACHERS/ADMINISTRATORS ONLY)

In order for your state certification data to match the Jefferson County data above, certified employees must also change their name and/or address on the Education Professional Standards Board (EPSB) website at www.kyepsb.net. If you require assistance, EPSB may be contacted at (888) 598-7667 or EPSBHelp@ky.gov.

Please check that you have made these changes on the EPSB website.

SECTION 4

Preferred name is the name you want to appear in our global email system. Your legal name will appear in all JCPS systems.

PREFERRED NAME: _____
Last Name First Name Middle Initial

SECTION 5 (ALL EMPLOYEES MUST SIGN.)

I affirm the information provided herein is accurate and true.

Signature: _____ Date: _____

OFFICE USE ONLY: Date Received: _____ Certified Classified Munis Action #: _____

EMPLOYEE AUTO INSURANCE AFFIDAVIT

State of Kentucky
County of Jefferson

The Affiant:

_____ Name

_____ School/Location and Location Number

_____ Social Security Number

_____ Insurance Carrier and Policy Number

states that he/she—when using a private automobile for Jefferson County Public Schools business, which includes, but is not limited to, transporting students and taking part in field trips or activity events—will carry **no less** than the following limits of liability insurance:

- \$25,000 bodily injury liability each person**
- \$50,000 bodily injury liability each accident**
- \$10,000 property damage liability**

The Affiant further states that this insurance will be in effect at all times when a private vehicle is used for Jefferson County Board of Education business. If said insurance is cancelled or expires, the Affiant will notify the Insurance Department and will cease to use a private vehicle for Jefferson County Public Schools business until such insurance limits are put back in force.

Further, Affiant sayeth not. _____
Signature of Affiant

Subscribed and sworn to before me by _____

this _____ day of _____, _____.

My commission expires _____.

Notary Public, Jefferson County, Kentucky

Fold and return this form to the address on the back.

Insurance Department
VanHoose Education Center

TO: INSURANCE DEPARTMENT
VanHoose Education Center
P.O. Box 34020
Louisville, KY 40232-4020

IN-COUNTY TRAVEL VOUCHER 2024 - 2025

Submit travel voucher & all applicable back-up documentation to Accounting Services for General Fund Codes or the Grant Appropriate Contact in Grants and Awards for Grant Fund Codes after approval by department head. Please type all data with exception of signatures. An original receipt must be submitted for all items. Questions? See [Travel Information](#) or call 400-3146.

NAME			VENDOR NUMBER		TITLE OF POSITION		
DIVISION OR DEPARTMENT		MUNIS ACCOUNTING CODE			MONTH OF TRAVEL		
DATE	FROM	TO	PURPOSE OF TRAVEL (NON-JCPS LOC. ONLY)	PRIVATE AUTO		OTHER *	TOTAL
				MILES	CHARGE \$ 0.45		
					0.00		\$ -
					0.00		\$ -
					0.00		\$ -
					0.00		\$ -
					0.00		\$ -
					0.00		\$ -
					0.00		\$ -
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					0.00		\$ -
					0.00		\$ -
					0.00		\$ -
					0.00		\$ -
					0.00		\$ -
					0.00		\$ -
# OF TRIPS STARTING/ENDING AT HOME		ONE-WAY COMMUTE MILEAGE (ATTACH MAP OF COMMUTE)		DEDUCTED MILEAGE			
				0.00	-		-
TOTAL FOR PAGE				0.00	-	\$0.00	\$0.00
PRIMARY WORK LOCATION							

I hereby certify that all items of expense included in the above statement were incurred in the discharge of official business; That they were proper charges against Jefferson County Public School System; That all items are supported by receipts; That any private auto allowance claims use of the automobile owned by me, identified herein by listed license number; and that all data furnished herewith are true and correct to the best of my knowledge. I determine that personal auto is a single source expense and that I have a valid US. Driver's License and applicable car insurance for my personal vehicle.

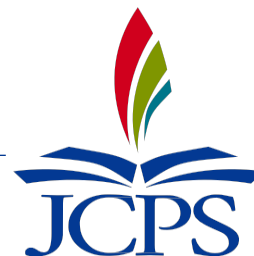
SIGNED (CLAIMANT) ORIGINAL SIGNATURE	FULL HOME ADDRESS OF CLAIMANT
APPROVED (DEPARTMENT HEAD/AUTHORIZED AGENT) ORIGINAL SIGNATURE	DATE

VOUCHER SUBMISSION PROCESS:
 The traveler will email Travel Voucher and all supporting documentation such as maps, hotel folios, receipts, and professional leave form to your supervisor or the individual who approves your vouchers.
 The approver will email the file to JCPS.Travel-Vouchers@jefferson.kyschools.us
The approver's email to the JCPS.Travel-Voucher email serves as the official signature, so this CANNOT be delegated.

- Please remember to review the following:**
- If travel begins or ends at home, mileage must be adjusted to exclude commute miles and attach a map of commute
 - [First travel reimbursement? Submit a New Vendor Form BEFORE submitting this voucher](#)
 - Mileage is calculated and reimbursed by the most direct route (shortest distance OR shortest time)

[QUESTIONS? CLICK HERE FOR TRAVEL GUIDELINES](#)

FINANCE USE ONLY BELOW THIS LINE		
MUN: _____	AMT: _____	APP: _____
VDR: _____		



JEFFERSON COUNTY PUBLIC SCHOOLS

LETTER OF RESIGNATION

Complete and fax to: 485-3635 (Certified Teachers and Classified- Support Staff)
313-2705 (Substitute Employees)

Please accept my resignation from the Jefferson County Public Schools for the following reason(s):

I am requesting that this resignation become effective on *(date)* _____

Respectfully,

Print Name:

Social Security Number:

Address:

Telephone Number (Home Phone) _____(Cell Phone) _____

Current Position: _____

Work Location: _____

Signature

Date

OFFICE USE ONLY

DATE RECEIVED: _____

SCHOOL LIST BY AREA

CENTRAL

Audubon Trad E
Barret Trad E
Bingham/Ackerly
Bloom E
Breckinridge/Franklin E
Breckinridge Metro H
Brown
Central H Churchill Park
Cochran E
Coleridge-Taylor Mont E
Dawson Orman ECP
DuPont Manual H
Duvall Ed Ctr
Engelhard E
Hawthorne E
Highland M
Home of the Innocents
Jeff Co Trad M
Jefferson Co H
Keller Institute Lincoln E
Louisville Deaf Oral
Mary Ryan Academy
Meyzeek M
Noe M
Peace Academy
Shelby E
St. Joseph Children's Home
Ten Broeck
Dupont YPAS
U of L Pact Program

WEST

Ackerly/Bingham Sp. Ed.
Atkinson E
Brandeis E
Byck E
Camp Edwards EC
Carter Trad E
Foster Trad Academy
Frayser E
Heuser Hearing
Johnson Tra M
Kennedy J.F.
Kennedy Mont E
King E
Maupin E
McFerran Prep Acad

Portland E
Perry E
Shawnee H
Western M
Hudson E
Young E

SOUTH

Blake E
Blue Lick E
Camp Taylor E
Hartstern E
Indian Trail E
Knight M
Laukhuf E
Liberty H
W.E.B. Dubois
Louisville Male H
Luhr E
Minor Daniel Academy
Minors Lane E
Moore Trad M/H
Newburg M
Okolona E
Price E
Rangeland E
Slaughter E
Smyrna Trad E
Southern H
Thomas Jefferson M
Unsold Early Childhood
Waller-Williams Env
Wilt E

SOUTHWEST

Auburndale E
Butler Trad H
Cane Run E
Conway M
Coral Ridge E
Crums Lane E
Dixie E
Doss H
Eisenhower E
Fairdale E
Fairdale H
Farnsley M
Frost M
Greenwood E
Gutermuth E
Hazelwood E
Olmsted Academy South
Iroquois H

Jacob E
Johnsontown Road E
Kenwood E
Kerrick E
Lassiter M
Layne E
Medora E
Mill Creek E
Pleasure Ridge Park H
Rutherford E
Sanders E
Schaffner E
Semple E
Shacklette E
South Park TAPP
Olmsted Academy North
Southern Leadership Acad
Stonestreet E
Stuart M
Trunnell E
Valley Trad H
Wellington Trad E
Western H
Wilkerson Trad E

EAST

Alex Kennedy E
Atherton H
Audubon Youth Dev Ctr
Ballard H Bates E
Bellewood Pres Home
Binet
Bowen E
Boys' Haven
Brooklawn
Buechel Metropolitan H
Carrithers M
Chancey E
Chenoweth E
Cochrane E
Echo Trail M
Westport ECH
Westport Middle
Zachary Taylor E