

**KETTERING CITY SCHOOL DISTRICT
SUBSTITUTE TEACHER HANDBOOK**

2011-12



**Kettering City School District
Board of Education Office
3750 Far Hills Avenue
Kettering, Ohio 45429**

Dr. James J. Schoenlein, Superintendent

KETTERING SCHOOL DISTRICT
SUBSTITUTE TEACHER HANDBOOK

We are happy to have you as a Substitute Teacher within the Kettering City Schools. You will play an integral role in our educational program. Although it is not all inclusive and is subject to future revisions, this handbook will provide you with helpful information as you prepare for your teaching assignments. Substitute Teachers are a very valuable part of our educational staff, and we are grateful to you for your service.

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James Justice, Director
Human Resource & Student Services

Dr. James J. Schoenlein
Superintendent of Schools

SCHOOL YEAR 2011-12

IF YOUR ADDRESS OR PHONE NUMBER CHANGES

OR

IF YOU CEASE TO BE AVAILABLE FOR SUBSTITUTE SERVICE,

PLEASE CALL THE HUMAN RESOURCE SERVICES OFFICE

KETTERING CITY SCHOOL DISTRICT

PHONE 499-1427
ketteringschools.org

SECONDARY SCHOOLS

KETTERING FAIRMONT HIGH SCHOOL

3301 Shroyer Road (45429) 499-1601

Administrators

Secretaries

Daniel J. VonHandorf, Principal

Andrew White, Assistant Principal

Henry B. Jackoby, Assistant Principal

Michael Nienaber, Assistant Principal

Tyler Alexander, Assistant Principal

Brian Donoher, Athletic Director

Peggy Studebaker, Main Office
Laurie Crumley, School Treasurer

Robin Pugh, Central Unit

Denise Wilson, East Unit

Jeanne Wissel, West Unit

Cindy Youngerman, South Unit

Jonnie Shoemaker, Athletic Secretary

KETTERING MIDDLE SCHOOL

3000 Glengarry Drive (45420) 499-1550

Administrators

Secretaries

Douglas Cozad, Principal

Timothy Johnson, Assistant Principal

Teresa C. Wyman, Assistant Principal

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Debbie Kouse, Administration Bldg.
Gayle Boldman, School Treasurer

Pam Weirauch, North Unit

Joy Phillips, South Unit

Kathy Collins, Central Unit

VAN BUREN MIDDLE SCHOOL

3775 Shroyer Road (45429) 499-1800

Administrators

Secretaries

Matthew S. Rugh, Principal

Barbara J. Savino, Assistant Principal

Gloria Klosterman

Marilyn Underwood

School Hours	Substitute Reporting Time	Student Starting Time	Student Dismissal Time	Substitute Dismissal Time
KINDERGARTEN:				
Morning Session	8:00 a.m.	8:15 a.m.	10:50 a.m.	11:05 a.m.
Afternoon Session	11:40 a.m.	11:55 p. m.	2:30 p.m.	3:00 p.m.
GRADES 1, 2, 3, 4, 5,	8:00 a.m.	8:15 a.m.	2:30	3:00 p.m.
MIDDLE SCHOOL:				
Grades 6, 7, 8	8:15 a.m.	8:40 a.m.	3:40 p.m.	3:45 p.m.
SENIOR HIGH SCHOOL:				
Grades 9, 10, 11, 12	7:45 a.m.	7:50 a.m.	3:05 p.m.	3:15 p.m.

As soon as you arrive at the appointed school, **you should report to the main office for instructions**, etc. You will be required to sign a “Substitute Sign-In” form so payroll will know to pay you. At the end of the school day, it is recommended that you make a check-out visit to the main office.

Certification:

Your current teaching license is required to be on file in the Human Resource Office.

Substitute Teaching License: Applications for substitute teaching license are available in the Human Resource Services Office. Checks or money orders should be made payable to “Treasurer, State of Ohio”. A license will be issued by the Office of Educator Licensure, Division of the Ohio Department of Education, after receipt of application, original transcripts, check or money order, and a satisfactory background report from Ohio BCII and FBI. The license issued will be either a Short Term Substitute Teaching License (only bachelor’s degree required) or a Long Term Substitute Teaching License (bachelor’s degree with 12 semester hours in early childhood education for elementary or 20 semester hours in a specific subject area for middle or high school). A regular licensed teacher with a current Ohio teaching license does not need a substitute license.

Criminal Background Checks: A criminal background check for both Ohio BCII and FBI is required of each substitute applicant recommended for employment in our district. You will be required to provide **both** background checks along with all of your employment papers. The background checks cannot be more than 12 months old.

Kettering City Schools will do background checks at the Board Office and will transmit the results to the Ohio Department of Education. We do background checks from 8:00 am – 11:00 am and 1:30 pm – 3:30 pm, Monday thru Friday. The cost is \$22 for the **Ohio BCII** background check, and \$24 for **FBI** for a total of \$46.00. We can only accept **money orders** made **payable to Kettering City Schools** for fingerprinting.

If you have been fingerprinted for **both** in the past 12 months, you may complete a form found in the Human Resource Office requesting BCII to send a copy of your Ohio results to our office. There is an \$8 fee for the BCII copy. Sorry, but we cannot accept a hand carried copy of your Ohio BCII. We can accept a hand carried copy of the FBI background check.

Communicable Disease: As of August 31, 2008 the state of Ohio does not requires tuberculin skin test for new employees.

State Teacher Retirement System: All substitute teachers must join the State Teachers Retirement System of Ohio, and each substitute teacher must contribute 10% of their gross pay. Additionally, the Kettering Board of Education will make a contribution of 14% of your gross pay. You may withdraw your 10% from STRS anytime you stop teaching.

Medicare Deduction: All substitute teachers and new employees will have 1.45 percent of gross pay deducted from salary for Medicare coverage.

Payroll: A substitute's rate of pay in the Kettering school system will be \$87.00 per day, effective August 1, 2011, payable every other Friday of the months of September through June. Payrolls are made up approximately two weeks in advance of the pay date. Therefore substitute work completed within 10 days of the pay date will be paid on the next regular pay.

Automatic payroll deposit is mandatory for the substitute, and forms necessary for payroll deposit are included with the substitute information. **Again, we would encourage you to keep a calendar as to dates on which you substitute for the Kettering Schools.** This will be helpful in the event of a question concerning a paycheck.

Liability Insurance: All substitute teachers in Kettering Schools will have the same liability insurance as the regular classroom teacher. This coverage has been purchased by the Kettering Board of Education for all certificated staff members.

Procedures for Securing Substitute Teachers: Kettering City School District is using the **AESOP** (**A**utomated **E**ducation **S**ubstitute **O**perator) system to locate substitute teachers. **AESOP** is a combination internet and telephone-based system. Substitute teachers can locate and accept positions by using a computer or touch tone phone. The system operates 24 hours per day, and substitute teachers can access the system using their ID number (10 digit phone #) and pin number.

Training for usage of the **AESOP** system will be included in each of the substitute teacher orientation programs throughout the school year.

Additional information regarding **AESOP** can be obtained from the system manager, **Joyce Schaeffer**, at **499-1427**, 7:00 am – 3:30 pm Monday through Friday.

The Evaluation of Substitute Teachers: Substitute teachers in the Kettering Schools are evaluated by the principals. **Major areas of concern are availability, adaptability, the ability to follow the work laid out by the teacher, effectiveness of teaching, attention to routine matters, discipline, housekeeping and appearance of room, personal appearance, health, judgment, cooperation with other teachers, administration, and parents.** Substitute teachers who have received negative evaluation reports may be released. Substitute evaluation reports are completed by the building principals in November, February, and May of each school year.

GUIDELINES FOR PARTIAL DAY PAY

HALF DAY TIME FOR EACH LEVEL

Elementary	½ day AM – 7:45 am – 11:30 am	½ day PM – 11:31 am – 3:15 pm
Middle	½ day AM – 8:15 am – 12:00 pm	½ day PM – 12:01 pm – 3:45 pm
High School	½ day AM – 7:45 am – 11:30 am	½ day PM – 11:31 am – 3:15 pm

* Please use the following guidelines in the event a substitute teacher arrives late or leaves early:

ELEMENTARY SCHOOLS AND HIGH SCHOOL

LATE START: **Arrive late** between the designated times and work until dismissal time.

Arrive Between	Start time – 9:30 am	=	Full Pay	=	\$ 87.00
Arrive Between	9:31 am – 11:15 am	=	¾ Pay	=	\$ 65.25
Arrive Between	11:16 am – 1:30 pm	=	½ Pay	=	\$ 43.50
Arrive Between	1:31 pm – Dismissal	=	¼ Pay	=	\$ 21.75

EARLY DISMISSAL: **Start on time** and leave early between the designated time before dismissal.

Leave Between	Start time – 9:30 am	=	¼ Pay	=	\$ 21.75
Leave Between	9:31 am – 11:15 am	=	½ Pay	=	\$ 43.50
Leave Between	11:16 am – 1:30 pm	=	¾ Pay	=	\$ 65.25
Leave Between	1:31 pm – Dismissal	=	Full Pay	=	\$ 87.00

MIDDLE SCHOOLS

LATE START: **Arrive late** between the designated times and work until dismissal time.

Arrive Between	8:15 am – 10:30 am	=	Full Pay	=	\$ 87.00
Arrive Between	10:31 am – 11:45 am	=	¾ Pay	=	\$ 65.25
Arrive Between	11:46 am – 2:15 pm	=	½ Pay	=	\$ 43.50
Arrive Between	2:16 pm – Dismissal	=	¼ Pay	=	\$ 21.75

EARLY DISMISSAL: **Start on time** and leave early between the designated time before dismissal.

Leave Between	8:15 am – 10:30 am	=	¼ Pay	=	\$ 21.75
Leave Between	10:31 am – 11:45 am	=	½ Pay	=	\$ 43.50
Leave Between	11:46 am – 2:15 pm	=	¾ Pay	=	\$ 65.25
Leave Between	2:16 pm – Dismissal	=	Full Pay	=	\$ 87.00

Subject Matter to be Taught: Outlines, guides, and courses of study are available in the various school buildings of the district. Substitute teachers should acquaint themselves with these pieces of literature. Whenever possible, substitute teachers should acquaint themselves with the textbooks.

Discipline in the Kettering Schools: Teachers and administrators in the Kettering Schools have worked very hard to bring about a positive environment within the school and the classroom. Each teacher should provide a management plan for insuring a positive learning environment.

As a substitute teacher, it will be important that you positively reinforce the approved school discipline plan and follow the regular teacher's discipline program to the best of your ability.

In a case where the substitute teacher feels unable to handle a problem, the substitute teacher should refer the problem to the appropriate administrator. Phones have been placed in all classrooms for your use, if necessary.

Filing of Appropriate Documents: In order for your file to be considered complete and in order for your name to be taken to the Board of Education for approval, the following items must be on file in the Human Resource Services office:

- Copy of a valid Ohio Teaching License(s)
- Copy of all college transcripts showing graduation date
- W-4 Withholding Tax Form
- S.T.R.S. Form
- City Tax Form
- Social Security Form
- I-9 Form, copies of original Social Security Card & Driver's License
- Homeland Security Form
- Kettering Selected Board Policies Form
- Emergency Medical Form
- Direct Deposit Form
- Letters (2) of Recommendation
- Statement of Job Applicant regarding Criminal Record
- Ohio BCI & FBI Fingerprint results

Updating or Reactivating Your File: If you have applied for full-time employment, your application is kept in our active file through December 31st of each year. If you wish to reactivate your file after January 1st, it is a simple matter of calling our office, **499-1427**. If you wish to update your application with additional materials or a current resume, please send the additional information to the Human Resource Office with a note to add this material to your file.

Removal from substitute teaching list: If you request that we remove your name from our substitute list, please indicate the reason you are no longer available.

SPECIFIC DUTIES

Some specific duties of the substitute teacher are:

1. To teach. This normally involves using the plans which have been left by the regular teacher. In rare cases, there may be no lesson plans, so it is advisable for the substitute to have a prepared general lesson plan which may be adapted to that specific class situation.
2. To perform duties which have been assigned to the regular teacher unless other arrangements are made by the principal. This may include hall duty, lunchroom duty, study hall duty, etc.
3. To employ good judgment in the use of equipment and supplies.
4. To practice and maintain good housekeeping routines and maintain a safe environment.
5. To maintain control of the students. Discipline is sometimes listed as the acute problem of the substitute teacher. Maintaining control is easier if fair, firm, friendly attitudes are used. Whenever a difficult problem arises, never hesitate to ask the principal for assistance. Corporal punishment should not be used by the substitute teacher.
6. To comply with all the school rules, regulations, and policies. This includes arriving on time, remaining after school, if necessary, taking care of reports and records, reporting accidents to the school office, etc.
7. To practice professional ethics in all relationships with students, parents, teachers, and other community leaders.
8. To report to the regular teacher any pertinent information regarding students, procedures used, or assignments made.

If at any time there are questions about substitute teaching in the Kettering City School District, the substitute teacher should call the Human Resource Services Office at 499-1427.

SUGGESTIONS ON LEAVING NOTES FOR THE REGULAR CLASSROOM TEACHER

The teachers will want to know what happened while the substitute was in charge. Listed below are the types of information most frequently requested.

A. Routine

1. Lists of students who are absent.
2. Lists of students who are tardy.
3. Lists of students who are readmitted (after an absence).
4. Please attach all tardy and readmit slips to the plans when you return them to the principal.

B. Discipline

1. Lists of students who break the rules as well as a note explaining the consequence.
2. Lists of students who provide help or who are unusually attentive, responsive, or prepared.

C. Instruction

Information on subject matter completed and comments on additional items covered or explanation of special circumstances which affected instruction will help the teacher know where to begin.

- D. Any general comments and observations on students, classes, etc.

LONG-TERM ASSIGNMENT
REFERENCE CHART

CATAGORY	1 – 30 Days	31 – 60 Days	61 - Up
SICK LEAVE DAY	No – Day is skipped in count towards 31 days.	No – Day is skipped in count towards 61 days.	Yes – Earns 1-1/4 per month *
FUNERAL LEAVE	No – Day is skipped in count towards 31 days.	No – Day is skipped in count towards 61 days.	Yes – Same as regular teacher *
PERSONAL DAY	No – Count towards 31 days begins again.	No – Count begins @ 31 days again.	Yes – 3 Available *
MEDICAL/DENTAL & LIFE INSURANCE	No	No	Yes – Same as regular teacher *
IN-SERVICE DAY <i>*Paid if required by the principal.</i>	Is not expected to attend, but may if desired; however, *No Pay.	Is not expected to attend, but may if desired; however, *No Pay.	At Principal's discretion. Paid.
OPEN HOUSE PROGRAM	At Principal's discretion. ¼ Day Pay	At Principal's discretion. ¼ Day Pay	At Principal's discretion. ¼ Day Pay
W.O.E.A. DAY	Is not expected to attend, but may if desired; however, No Pay.	Is not expected to attend, but may if desired; however, No Pay.	Is not expected to attend, but may if desired; however, No Pay.
PARTIAL WORK DAY (Due to SL, FL, or School Schedule)	Counts as 1 full day towards 31 days. Paid for time worked.	Counts as 1 full day towards 61 days. Paid for time worked.	Paid
PARENT/TEACHER CONFERENCE DAY	At Principal's discretion. 1/2 Day Pay.	At Principal's discretion. 1/2 Day Pay.	At Principal's discretion. 1/2 Day Pay.
CALAMITY DAY	No Pay	No Pay	Paid See explanation, page 11, item 9
DAY BEFORE SCHOOL BEGINS	Work at Principal's discretion. Paid.	Work at Principal's discretion. Paid.	Work at Principal's discretion. Paid.
DAY AFTER SCHOOL ENDS	Work at Principal's discretion. 1/2 Day Pay.	Work at Principal's discretion. 1/2 Day Pay.	Work at Principal's discretion. 1/2 Day Pay.
DAILY PAY	\$ 87.00 per day	\$ 193.90 per day	Figured individually per Class and Step.

*These benefits are **ONLY** available as long as the substitute teacher continues in the **same long term assignment**. The days counted and benefits start over with each new substitute teaching assignment.

POLICY FOR LONG-TERM SUBSTITUTE TEACHERS

- 4.16 **Substitutes:** Qualified teachers possessing Ohio teacher's certification shall be appointed as substitute teachers and paid according to the salary schedule for substitute teachers.
- A. Long-term substitute teachers will be compensated in the following manner:
1. Long-term substitute teachers, who teach in one position between 1-30 work days, will receive the daily rate approved for substitute teachers for that school year for each day of employment. (\$87.00 per day)
 2. On the 31st workday of substituting in one position, the long-term substitute will be placed on Step 1, Class III, of the Kettering School District Teacher Salary Schedule. The long-term substitute teacher will remain at this pay level through the 60th work day of the long-term teaching assignment. (\$193.90 per day)
 3. On the 61st workday of substituting in one position, the long-term substitute will be placed on the Kettering School District Teacher Salary Schedule based on his/her experience and education. Maximum experience recognized for substitutes with a bachelor's degree will be 8 years and will be 10 years for substitutes with a master's degree. The long-term substitute teacher will remain at this pay level through the conclusion of the assignment. Long term substitute teachers who are STRS retired will be placed on the salary schedule according to the KEA/Board contract language for retired teachers.
 4. On the 61st work day of substitution in one position, the substitute will be entitled to health insurance, dental insurance, life insurance, personal leave, sick leave, and emergency leave benefits as they are available to other Kettering teachers.
 5. Continuous teaching in one position refers to being employed as a substitute teacher for the same regular teacher and following his/her teaching schedule on consecutive work days.
 6. Day-to-day substitutes are not eligible for participation in any fringe benefits (term life insurance, hospitalization insurance, dental insurance) or any deductions from payroll except taxes and retirement.

LONG-TERM CONTINUOUS ASSIGNMENT SUBSTITUTE TEACHERS

ADMINISTRATIVE PROCEDURES

1. A substitute teacher working on a long-term assignment who **has not reached 61 days** and who requests **funeral leave** will be approved for leave providing the request is in accord with the negotiated agreement for teachers. Such a leave will not cause a break in the counting of days toward 31 or 61. The continuous count will be maintained, but the day(s) missed will not be counted, and the substitute teacher will not be paid for the day(s).
2. A substitute teacher working on a long-term assignment who **has not reached 61 days** and who requests **sick leave** will be approved for leave providing the request is in accord with the negotiated agreement for teachers. Such leave will not cause a break in the counting of days toward 31 or 61. The continuous count will be maintained, but the day(s) missed will not be counted, and the substitute teacher will not be paid for the day(s).
3. A substitute teacher working on a long-term assignment who **has not reached 61 days** and who **works part of a day due to a special school schedule, or due to a partial day of sick leave or funeral leave**, will maintain his/her continuous count toward 31 or 61 days. He/she would be paid for a partial day, but the day would count as a full day toward 31 or 61 days.

4. A substitute teacher working on a long-term assignment during the October WOE Day or other scheduled in-service programs **is not** expected to attend the in-service program. If the substitute chooses to attend, it is without pay and it does not count as part of the continuous count toward 31 or 61 days. The break in continuous service caused by the WOE Day or other scheduled in-service programs will **not** cause the count to **drop back** to 1 or 31.
5. A substitute teacher working on a long-term assignment who **has not reached 61 days** and who requests time off for personal business will be approved for unpaid leave. Such leave, depending on when it occurs, **will cause the continuous count to drop back** to 1 or 31 days, and the substitute teacher will not be paid for the day(s) missed.
6. A substitute teacher working on a long-term assignment **who has reached 61 days** is entitled to the use of up to **three (3) personal leave days**, provided the request is in accord with the negotiated agreement for teachers.
7. Substitute teachers on long-term assignment may substitute on **parent-teacher conference days** provided they have been directed to do so by the building principal. The **payment will be 50% of their daily substitute rate**.
8. A substitute teacher who is called to work and who is "overbooked" **will not be paid the regular full day rate**. The substitute teacher should be told that an error was made and that he/she will be paid **one-half** of the day's scheduled assignment rate for substitute teachers. If the substitute objects and says he/she turned down a job in another district and **this statement can be validated**, we will pay the substitute the full day's pay. The validation must be a written statement from an administrator in the other district. This situation could also occur when our schools are closed due to a calamity day and other districts are in session.
9. **Calamity days** - If our district is closed, substitutes **will not be paid** for calamity days. Additionally, we **will not pay** a substitute teacher for "showing up" on a calamity day regardless of what time school is closed.
 Substitutes **will be paid** for **up to 5** calamity days **only** if **all** of the following situations are met:
 - a. **If** the substitute has reached his/her 61st day in the same position,
 - b. **If** the regular teacher was scheduled to work on the calamity day,
 - c. **And**, if the substitute worked in that position the day **before** and the day **after** the calamity day.
10. **Delays** - In the event of a calamity day situation when the start of school is "delayed":
 - a. When a delayed start is announced we will operate on a 1 or 2 hour delay.
 - b. Substitute teachers are to report 1 or 2 hours after the normal reporting time, depending on whether it's a 1 or 2 hour delay.
 - c. If we have a 2 hour delay, we will use the Plan "B" schedule for AM – PM Kindergarten.
 AM Kindergarten 10:15 – 11:50 (1 hour and 35 minutes)
 PM Kindergarten 12:55 – 2:30 (1 hour and 35 minutes)

 ECIC (Integrated Preschool)
 AM Preschool – No AM Preschool
 PM Preschool – 12:15 (start)
 - d. Substitute teachers will receive the full pay commensurate with their assignment.
11. Substitute teachers on long-term assignment may substitute during the **school's open house program** provided they have been directed to do so by the building principal. The **payment will be 25% of their daily substitute rate**.
12. **Long-Term substitute assignments** conclude at the end of any given school year. They **do not carry over to the next school year**, even though a substitute may continue replacing the same teacher. All long-term substitute assignments are non-renewed at the end of a school year.

PERTINENT SCHOOL BOARD POLICIES OR REGULATIONS

Generally, it is not necessary that a substitute teacher be familiar with all the policies of the Kettering Board of Education. If one is interested, the policy manuals are available in the principal's office. There are a few policies and procedures with which the substitute teacher should be familiar. These are summarized below and on the following pages.

If you, the substitute teacher, are in doubt about any policy, you should consult the building principal before acting.

CORPORAL PUNISHMENT

Corporal punishment is not to be administered by a substitute teacher. If the situation seems to warrant such action, refer the student to the building principal.

DISMISSAL OF STUDENTS

Only the principal or his/her representative can dismiss a pupil from school. Do not use students to run errands off the school grounds. All dismissal requests should be referred to the school office.

ACCIDENTS OR SUDDEN ILLNESS

Notify the school office immediately. In the case of an accident, the school office has forms which must be filled out by the teacher/substitute teacher present at the time of the accident.

RECOMMENDATIONS FOR THE HANDLING OF BLOOD AND BODY FLUIDS IN SCHOOLS

Blood or other body fluids from any child or adult may harbor a number of organisms besides HIV that are potentially infectious to others. All schools should therefore evaluate current procedures for handling spilled blood and body fluids to insure proper cleaning and disinfection. It is recommended that:

1. Surfaces soiled with blood, semen, urine, feces, vomit, etc., should be thoroughly washed with soap and water, then disinfected with a solution of household bleach and water (1/4 cup bleach per gallon of water). This solution should be freshly prepared for each use.
2. Personnel cleaning the spill should wear gloves and wash hands thoroughly when finished.
3. Disposable towels should be used whenever possible.
4. Mops should be thoroughly rinsed in the disinfectant solution.
5. If bleach is unavailable, other common products can be used for disinfection, such as peroxide (1 part peroxide to 1 part water) or rubbing alcohol (applied full strength).

For an injury that results in bleeding, such as nosebleeds, menstrual accidents, etc., the person assisting the child should wear gloves whenever possible. Direct contact with blood is potentially infectious when there are breaks in the skin, as in chapping or eczema. Proper hand washing (soap and running water for 15 seconds) significantly reduces the risk of infection from contact with all potentially infectious body fluids, whether or not gloves are worn.

ASSAULT PROCEDURES **SUBSTITUTE TEACHERS**

In the event that a student assaults or threatens a teacher, the following procedures are recommended. These procedures, developed in 1984 by a committee of teachers and administrators, are in keeping with state/federal law and with Kettering Board of Education policy. Each building principal has a complete version of assault procedures. Please feel free to request a copy if you desire.

The recommended guidelines address the role and responsibility of school personnel in preventing and/or responding to assault situations. The guidelines were intentionally designed to allow for flexibility since the age and size of the child, the needs of the victim, and the nature of the assault may differ from one situation to another.

I. PREVENTIVE MEASURES

Substitute Teacher

1. Report noticeable behavior changes to principal or counselor.
2. Review the "sub file" which includes current seating chart, good lesson plans, and notes on specific students who could be disruptive, or who have violent tendencies or emotional handicaps. Alert principal if file is not up to date.

II. ASSAULT PROCEDURES

Teacher (Employee)

1. Immediately Preceding
 - a. Attempt to get an object (desk, chair, etc.) between teacher and student.
 - b. Send for help from building administrator as soon as possible.
 - c. Allow student to verbalize. This may "defuse" the assault situation. Discipline can be administered when the student is more controlled.
 - d. Attempt to isolate a disruptive student.
2. Actual Assault
 - a. The teacher may use reasonable force to defend himself/herself from physical harm or injury.
 - b. Notify principal if force has been used, even if the assault situation was handled and resolved. File a written account of the situation.

Neighboring Teacher

1. Be certain building administrator has been notified.
2. Provide assistance in one or more of the following ways:
 - a. Help restrain disruptive student.
 - b. Supervise the students sent from the victim's room.

III. FOLLOW-UP PROCEDURES

Employee

1. Write personal account of the incident immediately.
2. Make building administrator aware of your wishes, i.e., do you want him/her to speak to the class involved? Do you want to speak to the parents? Do you intend to file charges? Do you want the administrator to explain incident to faculty? Do you want some counseling in dealing with the incident? Etc.
3. See school nurse for initial assessment of injuries.
4. Check with the Director of Human Resource Services to obtain information on rights; services, such as Workers' Compensation; and names and phone numbers of school attorney, association representatives, etc.
5. If the assault warrants, file initial complaint with police. Be sure administrator has filed his/her reports also. Police will explain sequence of procedures which can be followed.
6. See physician for assessment and documentation of injuries. Note: Bruising often occurs two days later, but it, too, should be documented.
7. If you anticipate filing a civil suit, a complaint form must be on file with the police department. There is a one-year statute of limitations on filing such a civil suit.

KETTERING CITY SCHOOL DISTRICT 2011-2012 SCHOOL CALENDAR

First Semester

August 22 (Mon.)	FIRST DAY FOR TEACHERS
August 23 (Tues.)	SCHOOLS OPEN – First Day for Students & Full Day of Instruction
September 1 (Thurs.)	INSERVICE, 3:30–7 pm (ELEM./H.S.) & 4-7:30 pm (M.S.)
September 5 (Mon.)	Schools Closed –LABOR DAY
September 13 (Tues.)	Early Dismissal – 60 minutes
October 3 (Mon.)	Early Dismissal – 60 minutes
October 13 (Thurs.)	PARENT-TEACHER CONFERENCES, 4:30-8 pm (K-12)
October 14 (Fri.)	Schools Closed - WOE A DAY
October 21 (Fri.)	End of First Nine Weeks - (42 days)
October 24 (Mon.)	First Day of Second Nine Weeks
November 3 (Thurs.)	PARENT-TEACHER CONFERENCES, 4:30-8 pm (K-12)
November 4 (Fri.)	Schools Closed - PARENT-TEACHER CONF., 8-11:30 am (K-12)
	INSERVICE, 12:30-3:30 pm (K-12)
November 9 (Wed.)	Early Dismissal – 60 minutes
November 23 (Wed.)	Schools Closed - Trade Day
November 24 - 25 (Thurs./Fri.)	Schools Closed - THANKSGIVING VACATION. (2 days)
December 21 – Jan. 3	Schools Closed - WINTER BREAK (10 days)
January 4 (Wed.)	First Day of School following Winter Break
January 13 (Fri.)	End of Second Nine Weeks (46 days) & End of First Semester (88 days)

Second Semester

January 16 (Mon.)	Schools Closed – MARTIN LUTHER KING DAY
January 17 (Tues.)	First Day of Third Nine Weeks & First Day of Second Semester
January 19 (Thurs.)	Early Dismissal – 60 minutes
February 6 (Mon.)	Early dismissal – 60 minutes.
February 16 (Thurs.)	PARENT TEACHER CONFERENCES, 4:30-8 pm (K-12)
February 17 (Fri.)	Schools Closed - Trade Day
February 20 (Mon.)	Schools Closed - PRESIDENTS' DAY
March 6 (Tues.)	Early dismissal – 60 minutes
March 23 (Fri.)	End of Third Nine Weeks (47 days)
March 26 - 30 (Mon.-Fri.)	Schools Closed - SPRING BREAK (5 days)
April 2 (Mon.)	First Day of School After Spring Break & First Day of Fourth Nine Weeks
April 11 (Wed.)	Early Dismissal – 60 minutes
May 10 (Thurs.)	Early Dismissal – 60 minutes
May 28 (Mon.)	Schools Closed - MEMORIAL DAY
May 31 (Thurs.)	LAST DAY FOR STUDENTS
	End of Fourth Nine Weeks (43 days) & End of Second Semester (90 days)
June 1 (Fri.)	LAST DAY FOR TEACHERS (Records and Reports)*, 8:30 am-12 pm

**If required, the following days will be used as Make-Up Days for Calamity beyond the five days permitted by statute (subject to legislative change): June 1, June 4, June 5, June 6, June 7, 2012 - plus June 8, 2012, 8:30 am -12:00 pm for Teachers.*

Grading Periods

First Nine Weeks	Aug. 23 - Oct. 21	42 days	Scheduled Days of Instruction	178 days
Second Nine Weeks	Oct. 24 - Jan. 13	<u>46 days</u>	Parent Teacher Conferences	2 days
	First Semester	88 days	Inservice Teacher Contract	3 days
Third Nine Weeks	Jan. 17 - March 23	47 days		
Fourth Nine Weeks	April 2 – May 31	<u>43 days</u>		
	Second Semester	90 days		

PLEASE POST

KETTERING CITY SCHOOL DISTRICT PAYROLL CALENDAR FOR 2011 - 2012

<u>PAY DATE</u>		<u>PAY CODE #</u>	<u>PAY PERIOD</u> 12 MONTH EMPLOYEES, SUBSTITUTES, TEMPORARY EMPLOYEES	<u>DATE PAYROLL DUE IN TREASURER'S OFFICE **</u>
9/16/11	Fri	1	August 22 - September 4	September 2 Fri (end of day)**
9/30/11	Fri	2	September 5 - September 18	September 19 Mon
10/13/11	Thurs	3	September 19 - October 2	October 3 Mon
10/28/11	Fri	4	October 3 - October 16	October 17 Mon
11/11/11	Fri	5	October 17 - October 30	October 31 Mon
11/23/11	Wed	6	October 31 - November 13	November 11 Fri (end of day)**
12/9/11	Fri	7	November 14 - November 27	November 28 Mon
12/21/11	Wed	8	November 28 - December 11	December 9 Fri (end of day)**
1/6/12	Fri	9	December 12 - December 25	December 27 Tues*
			<u>Schools Only</u>	*(due by 11:00 a.m.) NO EXCEPTIONS
1/20/12	Fri	10	December 26 - January 8	<u>December 20 Tues (end of day)**</u> January 9 Mon
2/3/12	Fri	11	January 9 - January 22	January 23 Mon
2/16/12	Thurs	12	January 23 - February 5	February 6 Mon
3/2/12	Fri	13	February 6 - February 19	February 16 Thurs (end of day)**
3/16/12	Fri	14	February 20 - March 4	March 5 Mon
3/30/12	Fri	15	March 5 - March 18	March 19 Mon
4/13/12	Fri	16	March 19 - April 1	April 2 Mon
			<u>Schools Only</u>	<u>March 23 Fri (end of day)**</u>
4/27/12	Fri	17	April 2 - April 15	April 16 Mon
5/11/12	Fri	18	April 16 - April 29	Apr 30 Mon
5/25/12	Fri	19	Apr 30 - May 13	May 14 Mon
6/8/12	Fri	20	May 14 - May 27	May 25 Fri (end of day)**
6/22/12	Fri	21	May 28 - June 10	June 11 Mon
7/6/12	Fri	22	June 11 - June 24	June 25 Mon
7/20/12	Fri	23	June 25 - July 8	July 9 Mon
8/3/12	Fri	24	July 9 - July 22	July 23 Mon
8/17/12	Fri	25	July 23 - August 5	August 6 Mon
8/31/12	Fri	26	August 6 - August 19	August 20 Mon

****PAYROLL REQUISITIONS MUST BE RECEIVED IN THE PAYROLL OFFICE ON OR BEFORE DUE DATES.
PLEASE DO NOT DEPEND ON SCHOOL MAIL WHEN SCHOOL WILL NOT BE IN SESSION.**