



SUBSTITUTE TEACHERS' HANDBOOK



An Equal Opportunity Employer

BOYD COUNTY PUBLIC SCHOOLS

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BOARD POLICIES:

03.11	Hiring	09.221	Supervision of Students
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03.112	Certification and Records	09.2241	Dispensing Medication
03.113	Equal Employment Opportunity	09.3	Student Activities
03.1325	Disrupting the Educational Process	09.3211	Use of School Facilities
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03.162	Harassment/Discrimination	09.42811	Harassment/Discrimination
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[Click here to browse the entire Boyd County Schools Policy and Procedures Online Manual.](#)

BOYD COUNTY PUBLIC SCHOOLS

Welcome to Boyd County Public Schools. You are now a substitute teacher in our school district. Boyd County Schools, in partnership with and dedicated to serving our community, will ensure that all students acquire knowledge, skills and understanding to empower them to make appropriate life choices. As a substitute teacher, you will be a vital participant, as you go about your work day to ensure that the mission is upheld.

Please take a moment to read this substitute teacher handbook. The intent is to define your employment relationship with Boyd County Public Schools.

Any information or concerns relative to any section of this document may be obtained from the Personnel Office located at 1104 Bob McCullough Drive, Ashland, Kentucky 41102 or call at (606) 928-4141.

Once again, we want you to know that we value your contribution to our educational program, and that we consider you an important member of our educational team.

BOYD COUNTY PUBLIC SCHOOLS

EDUCATIONAL PHILOSOPHY

It is the belief of the Boyd County Board of Education that the curriculum offered in the school district and the methods of instruction used are to afford educational opportunities for all the children and youth of Boyd County School District. The minimum acceptable goal is high school graduation for every capable pupil enrolled.

For students who intend to further their education beyond high school, the Boyd County Board of Education is committed to offer (or even demand) school work beyond that required of pupils who seek only to obtain a high school diploma.

It is the responsibility of schools to take individual children where they are and help them to become all that they are capable of becoming. Since all pupils do not have the same capabilities, or not make equal use of their abilities, the Boyd County Board of Education feels that they should be assigned to groups which, in the measured judgment of their teachers, will promote optimum conditions of learning.

A good educational system cannot remain static; it must continually improve in both quality and size in order to meet the needs of an ever-changing society, economy and pupil population. Accordingly, the Boyd County Board of Education is committed to the goal of striving unceasingly for more adequate physical facilities, for better-prepared and more capable certificated and non-certificated personnel, and for ever-higher goals for which our pupils are to strive.

The Board also believes that all valuable educational experiences do not take place within the confines of the formal program of study presented in the schools. It is, therefore, the further intent of the Board that the schools, within the limits of budgetary, statutory, and policy restrictions, host speakers and other programs which can provide educational or cultural growth, cooperate with the community on projects or programs having educational or civic value, and be receptive to such opportunities which may arise for other types of enriching activities.

Career exploration is encouraged at all points of school attainment but is supported by the Board as being an especially significant activity for the last semester of the senior year of high school.

Finally, it is the belief of the Board that one's education does not stop with the end of the formal educational experience. Therefore, the Board intends that the instructional program of the Boyd County Public Schools provide, wherever possible, courses that will serve the community.

BOYD COUNTY PUBLIC SCHOOLS

MISSION STATEMENT

"In partnership with and dedicated to serving our community, the Boyd County Public School District will ensure that all students acquire knowledge, skills and understanding to empower them to make appropriate life choices."

STRATEGIC OBJECTIVES

"All students will be active, self-motivated life-long learners. All students will graduate and demonstrate the skills and the knowledge to support productive citizenship."

STRATEGIES

1. We will continually discover and provide knowledge and all skills appropriate to students' future and our strategic objectives.
2. Develop students' knowledge, skills and understanding to be life-long learners.
3. Provide an instructional delivery system which meets individual student needs.
4. Discover, define and remove barriers to student learning.
5. Inform students of continually changing vocation choices.
6. Develop partnerships which integrate and utilize the recourses of the entire community.
7. Continually assess and improve the effectiveness of programs and services.
8. We will develop and promote a positive community perception of our students, programs and services.
9. Develop a life-long relationship with each of our graduates.

BOYD COUNTY PUBLIC SCHOOLS

TIPS FOR A SUCCESSFUL DAY

Because we want you to feel you've had a successful and satisfying day in our classrooms, we offer some hints and suggestions that other substitute teachers have said worked for them.

- **Take time to familiarize yourself with the schools.** Ask to review the teachers' handbook, district discipline policies, safety procedures and student learning objectives for the grade levels you'll be teaching. Be sure to study the district map if you need directions to your school assignment and the school floor plan for the exact location of your assignment.
- **Don't be shy.** While our staff members will probably do everything they can to make you feel welcome, sometimes they might get caught up in their daily routine and fail to acknowledge your presence. When the time seems right, introduce yourself and join in the conversation. Don't hesitate to ask questions.
- **Be neat.** First impressions do count, and a neat, professional appearance will encourage student respect.
- **Expect the best from your students.** Having a substitute teacher doesn't mean students should feel they have an "easy" day. Relate to your students in a firm, but positive, manner, letting them see that you care about them and their education. This pleasant, but firm, approach will help you quickly establish a rapport with your students and put you in control of the classroom.
- **Try to follow the established classroom routine and procedures.** This includes maintaining daily attendance records, following the designated lesson plan and maintaining discipline. Ask the principal if there are any special programs or collections of which you should be aware.
- **Be patient and calm.** If students try to "test" you, remain objective and treat each student as an individual. If discipline is indicated, carry it out privately, but do not administer corporal punishment and do not administer mass punishment. If you need help with a discipline problem, consult the principal or assistant principal.
- **Give us feedback.** What can we do to make your next substitute teaching assignment more successful? What other hints would help other substitute teachers? We'd like to hear from you?

BOYD COUNTY PUBLIC SCHOOLS

SUBSTITUTE TEACHER
DAILY SALARY SCHEDULE

(Effective October 16, 2000)

RANK I, II, or III (Teaching Certification) -----	\$72.50 per day
RANK II or III (Non-Teaching Degree) -----	\$67.50 per day
RANK IV -----	\$60.00 per day
RANK V -----	\$52.50 per day

Long Term Assignments

Whenever an assignment of a substitute teacher exceeds twenty (20) days, the substitute teacher will be paid from the certified salary schedule, based on his/her rank, as certified by the Department of Education, Division of Teacher Certification, with zero (0) years experience. To be eligible for this provision, the service must be continuous within the same position.

RANKING SCHEDULE

RANK I	As Certified by the Department of Education
RANK II	Masters/Planned Fifth Year Program
RANK III	Bachelor's Degree
RANK IV	96 & above Undergraduate Hours (without Degree)
RANK V	64 to 95 Undergraduate Hours

BOYD COUNTY PUBLIC SCHOOLS

SUBSTITUTE TEACHER
PAYROLL SCHEDULE
(DAYS IN PAYROLL PERIOD)

[Click here to view the 2006-2007 Payroll Schedule](#)

BOYD COUNTY PUBLIC SCHOOLS

RESPONSIBILITIES OF A SUBSTITUTE TEACHER

PROFESSIONAL ETHICS

Substitute teachers must maintain a professional attitude toward their work and avoid spreading rumors or gossip. Individual criticism of staff members or other schools will destroy public confidence in the school district and the community.

Substitute teachers should plan to spend the entire time working with and for the students.

No personal work of any kind should be done during this time. The substitute teacher is expected to carry out the program as outlined by the regular classroom teacher.

ARRIVING AT THE SCHOOL AND ORGANIZING THE DAY'S ACTIVITIES

The substitute teacher should be familiar with the arrival time and dismissal schedule of the school at which they are working. Teachers are to report to school at least fifteen (15) minutes before time for class to begin. Teachers are to remain at school for at least fifteen (15) minutes after the dismissal bell at the end of the instructional day.

The substitute teacher should report to the school office immediately on arriving at the assigned school. The substitute will be given necessary information about daily operations of the particular school.

SAFETY

The safety of the students requires careful attention.

1. Learn the building evacuation plans in case of a fire drill or emergency.
2. Know the procedure in case first aid is needed.
3. Supervise students closely at all times.
4. Report to the office any accident or injury.
5. Follow the school policy for administering medication.

IMPORTANT REMINDERS

1. The substitute should never leave the building during a planning period.
2. It is important that the substitute be punctual, especially after the first day.
3. At no time should students be sent home, for any reason, without first checking with the main office.
4. Students should always be required to address substitute teachers as Mr., Mrs., Miss., or Ms. The use of first names only is not acceptable.
5. Student records are confidential and are available to regularly employed certified staff.

BOYD COUNTY PUBLIC SCHOOLS

CONFIDENTIALITY

APPLICABLE LAW

FERPA (Family Educational Rights and Privacy Act 20 U.S.C., Sections 1232 (g) and (h), interpreted by regulations at 34 C.F.R., Part 99 and Part 76 and Kentucky FERPA which apply to records of all students.

EDUCATIONAL RECORDS

Educational records and student information are those records, files, documents, and other materials recorded in any way, including but not limited to handwriting, print, computer media, video or audio tape, film, microfiche, which contains information directly related to a student which are maintained by an educational agency or institution or by a party acting for the agency or institution. This information is not to be released or disclosed by any means including oral, written, or electronic means without express written consent from the parent or eligible student.

INSPECTION AND REVIEW

Parents, guardians, and eligible students must be allowed to inspect and review educational records within a reasonable time after they request (in writing) to do so (in no case more than 30 days after the request).

Any natural parent has the legal right to see, and have copies of their child's educational records unless his/her parental rights has been terminated by a court order or by operation of state law.

PARENTAL RIGHTS

In Kentucky, school officials should insist upon seeing an attested copy of a court order terminating parental rights, before denying a natural parent the right to examine or have copies of their child's educational records.

ABSENT PARENT

One acting as a parent in the absence of a parent must be a properly appointed surrogate parent appointed in the absence of the parents or when parental rights have been terminated. This also includes properly appointed foster parents. The appointment is usually made for a special education student by the Director of Special Education. The district should inform a caregiver to have themselves appointed "parent/guardian": by the court system.

When records contain personally identifiable information about more than one student, the identifiable information must be removed prior to disclosure of the record to the requesting parent, guardian, or student.

RECORD DISCLOSURE WITHOUT CONSENT

Records may be disclosed without prior written consent, to the following:

- Other school officials who have legitimate educational interests, on a need to know basis.
- Officials of other schools where the student is enrolled or seeks to enroll.
- Authorized representatives for purposes of audit and evaluation of federal or state supported programs.
- In compliance with Federal grand jury subpoena or other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered.

All staff members should be informed that they are prohibited from disclosing information from a student's educational records to other schools, districts, staff members, or others who are not directly involved in the student's education.

Such information may be disclosed to those school district officials who need the information for purposes of auditing, enforcing, or monitoring compliance with Federal or State legal requirements.

DIRECTORY INFORMATION

Directory information which is not considered harmful or an invasion of privacy may be disclosed. This includes: student's name, address, phone number, date and place of birth, major fields of study, participation in officially reorganized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency attended.

RECORD MAINTENANCE

Records are to be maintained as long as there is an outstanding request for possible review.

They must also be kept as long as the law requires retention of educational records.

More specific information pertaining to the Boyd County School District may be found in the District Board Policies/Procedures Manual, which is located in each school and at the board office. Further detailed information may be obtained from the handbook on confidentiality. This handbook is also located at each school and at the board office.

CODE OF ETHICS

704 KAR 20:680

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

TO STUDENTS

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

TO PARENTS

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

TO EDUCATION PROFESSION

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

BOYD COUNTY PUBLIC SCHOOLS

BOYD COUNTY HIGH SCHOOL
MASTER SCHEDULE/BELL SCHEDULE

1st PERIOD 8:00 AM - 8:45 AM (45 min.)

2nd PERIOD 8:50 AM - 9:35 AM (45 min.)

3rd PERIOD 9:40 AM - 10:25 AM (45 min.)

4th PERIOD 10:30 AM - 11:15 AM (45 min.)

5th PERIODS

LUNCHES

5th PERIOD 11:50 AM - 12:45 PM (55 min.)	<i>1st lunch</i>	<i>11:15 AM - 11:45 AM</i>
5th PERIOD 11:20 AM - 11:45 PM <u>SPLIT</u> 12:20 PM - 12:45 PM (50 min.)	<i>2nd lunch</i>	<i>11:45 AM - 12:15 PM</i>
5th PERIOD 11:20 AM - 12:15 PM (55 min.)	<i>3rd lunch</i>	<i>12:15 PM - 12:45 PM</i>

6th PERIOD 12:50 PM - 1:35 PM (45 min.)

7th PERIOD 1:40 PM - 2:25 PM (45 min.)

8th PERIOD 2:30 PM - 3:15 PM (45 min.)

ALL students will be out of hallways and into lobby area by 3:25 PM.

ALL students not directly supervised by a teacher or coach will be off campus by 3:35 PM.

BOYD COUNTY HIGH SCHOOL
EARLY DISMISSAL SCHEDULE

ROTATE BETWEEN A (1st - 4th PERIODS) and B (5th - 8th PERIODS)

PERIODS

1st or 5th 8:00 AM - 8:45 AM (45 min.)

2nd or 6th 8:50 AM - 9:35 AM (45 min.)

3rd or 7th PERIODS

LUNCHES

3rd <u>or</u> 7th	10:10 AM - 11:05 AM (55 min.)	<i>1st lunch</i>	<i>9:35 AM - 10:05 AM</i>
3rd <u>or</u> 7th	9:40 AM - 10:05 AM	<i>2nd lunch</i>	<i>10:05 AM - 10:35 AM</i>
<u>SPLIT</u>	10:40 AM - 11:05 AM (50 min.)		
3rd <u>or</u> 7th	9:40 AM - 10:35 AM (55 min.)	<i>3rd lunch</i>	<i>10:35 AM - 11:05 AM</i>

4th or 8th 11:10 AM - 12:00 noon (50 min.)

Students out of hallways and into lobby area by 12:20 PM.

ALL students not directly supervised by a teacher or coach off campus by 12:45 PM.

**BOYD COUNTY MIDDLE SCHOOL
MASTER SCHEDULE/BELL SCHEDULE**

<u>8TH GRADE</u>	<u>PERIOD</u>	<u>MINUTES</u>	
8:00 – 8:05	HOMEROOM	5	<i><u>2 MINUTES PASSING TIME</u></i>
8:05 – 8:53	1st - Core	48	<i><u>BETWEEN CLASSES</u></i>
8:55 – 9:43	2nd - Core	48	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <u>Lunch 1</u> 11:55 - 12:25 </div>
9:45 – 10:33	3rd - Core	48	
10:35 – 11:03	FLEX	28	<div style="border: 1px solid black; padding: 5px; text-align: center;"> 10 minutes for basic skills </div>
11:05 – 11:53	4th - Core	48	
11:55 – 12:45	5th - Lunch	50	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <u>Lunch 2</u> 12:10 - 12:40 </div>
12:45 – 1:33	6th - Core	48	
1:35 – 2:23	7th - Related Arts	48	
2:25 – 3:13	8th - Related Arts	48	
3:15 – 3:20	ANNOUNCEMENTS	5	

<u>7TH GRADE</u>	<u>PERIOD</u>	<u>MINUTES</u>	
8:00 – 8:05	HOMEROOM	5	<i><u>2 MINUTES PASSING TIME</u></i>
8:05 – 8:53	1st - Core	48	<i><u>BETWEEN CLASSES</u></i>
8:55 – 9:43	2nd - Core	48	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <u>Lunch 1</u> 11:05 - 11:35 </div>
9:45 – 10:33	3rd - Core	48	
10:35 – 11:03	FLEX	28	<div style="border: 1px solid black; padding: 5px; text-align: center;"> 10 minutes for basic skills </div>
11:05 – 11:55	4th - Lunch	50	
11:55 – 12:43	5th - Related Arts	48	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <u>Lunch 2</u> 11:20 - 11:50 </div>
12:45 – 1:33	6th - Related Arts	48	
1:35 – 2:23	7th - Core	48	
2:25 – 3:13	8th - Core	48	
3:15 – 3:20	ANNOUNCEMENTS	5	

<u>6TH GRADE</u>	<u>PERIOD</u>	<u>MINUTES</u>	
8:00 – 8:05	HOMEROOM	5	<i><u>2 MINUTES PASSING TIME</u></i>
8:05 – 8:53	1st - Core	48	<i><u>BETWEEN CLASSES</u></i>
8:55 – 9:43	2nd - Related Arts	48	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <u>Lunch 1</u> 12:45 - 1:15 </div>
9:45 – 10:33	3rd - Related Arts	48	
10:35 – 11:03	FLEX	28	<div style="border: 1px solid black; padding: 5px; text-align: center;"> 10 minutes for basic skills </div>
11:05 – 11:53	4th - Core	48	
11:55 – 12:43	5th - Core	48	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <u>Lunch 2</u> 12:50 - 1:25 </div>
12:45 – 1:35	6th - Lunch	50	
1:35 – 2:23	7th - Core	48	
2:25 – 3:13	8th - Core	48	
3:15 – 3:20	ANNOUNCEMENTS	5	

(FLEX - means Advisor/Advisee, test readiness, etc.)

BOYD COUNTY MIDDLE SCHOOL
EARLY DISMISSAL SCHEDULE

<u>8TH GRADE</u>	<u>PERIOD</u>	<u>MINUTES</u>
8:00 – 8:05	HOMEROOM	5
8:05 – 8:33	1st - Core	28
8:35 – 9:03	2nd - Core	28
9:05 – 9:33	3rd - Core	28
9:35 – 10:03	4th - Core	28
10:05 – 10:28	6th - Core	23
10:30 – 11:00	5th - Lunch	30
11:00 – 11:28	7th - Related Arts	28
11:30 – 11:58	8th - Related Arts	28

2 minutes passing time
between classes

<u>7TH GRADE</u>	<u>PERIOD</u>	<u>MINUTES</u>
8:00 – 8:05	HOMEROOM	5
8:05 – 8:33	1st - Core	28
8:35 – 9:03	2nd - Core	28
9:05 – 9:33	3rd - Core	28
9:35 – 9:58	5th - Related Arts	23
10:00 – 10:30	4th - Lunch	30
10:30 – 10:58	6th - Related Arts	28
11:00 – 11:28	7th - Core	28
11:30 – 11:58	8th - Core	28

2 minutes passing time
between classes

<u>6TH GRADE</u>	<u>PERIOD</u>	<u>MINUTES</u>
8:00 – 8:05	HOMEROOM	5
8:05 – 8:33	1st - Core	28
8:35 – 9:03	2nd - Related Arts	28
9:05 – 9:33	3rd - Related Arts	28
9:35 – 10:03	4th - Core	28
10:05 – 10:33	5th - Core	28
10:35 – 10:58	7th - Core	23
11:00 – 11:30	6th - Lunch	30
11:30 – 11:58	8th - Core	28

2 minutes passing time
between classes

BOYD COUNTY PUBLIC SCHOOLS

CANNONSBURG ELEMENTARY
MASTER SCHEDULE/BELL SCHEDULE

7:00 AM School Doors Open

7:40 AM First Bell

7:45 AM Class Begins

10:50 AM - 11:30 AM Lunch (K - 1)

11:15 AM - 11:55 AM Lunch (2 - 3)

11:50 AM - 12:30 PM Lunch (4 - 5)

2:35 PM Classes Dismissed

2:40 PM Buses Depart

CANNONSBURG ELEMENTARY
EARLY DISMISSAL SCHEDULE

7:00 AM School Doors Open

7:40 AM First Bell

7:45 AM Class Begins

9:25 AM - 9:50 AM Lunch (K)

9:35 AM - 10:00 AM Lunch (1)

10:00 AM - 10:25 AM Lunch (2 - 3)

10:25 AM - 10:50 AM Lunch (4 - 5)

11:00 AM Classes Dismissed

11:05 PM Buses Depart

BOYD COUNTY PUBLIC SCHOOLS

CATLETTSBURG ELEMENTARY
MASTER SCHEDULE/BELL SCHEDULE

7:00 AM School Doors Open

7:40 AM First Bell

7:45 AM Class Begins

11:00 AM - 11:30 AM Lunch (K - 1)

11:30 AM - 12:00 noon Lunch (2 - 3)

12:00 noon - 12:30 PM Lunch (4 - 5)

2:35 PM Classes Dismissed

2:40 PM Buses Depart

CATLETTSBURG ELEMENTARY
EARLY DISMISSAL SCHEDULE

7:00 AM School Doors Open

7:40 AM First Bell

7:45 AM Class Begins

9:25 AM - 9:50 AM Lunch (K)

9:35 AM - 10:00 AM Lunch (1)

10:00 AM - 10:25 AM Lunch (2 - 3)

10:25 AM - 10:50 AM Lunch (4 - 5)

11:00 AM Classes Dismissed

11:05 PM Buses Depart

BOYD COUNTY PUBLIC SCHOOLS

PONDEROSA ELEMENTARY
MASTER SCHEDULE/BELL SCHEDULE

- 7:00 AM Building Open
- 7:15 AM Begin Breakfast
- 7:30 - 7:40 AM Teachers prepare for students
- 7:40 - 7:45 AM Students report to rooms
- 7:45 - 11:00 AM Academic classes (**Academic classes will continue for those not going to lunch at that particular time.**)

11:00 AM - 11:40 AM	Lunch (K - 1)
11:45 AM - 12:25 PM	Lunch (2 - 3)
12:10 PM - 12:50 PM	Lunch (4 - 5)
Each Lunch/Recess Period is 40 Minutes in Length	

End of lunch until 2:35 PM Academic classes

2:35 PM Classes Dismissed

2:35 - 3:00 PM Staff Planning time

3:00 PM Staff dismissal

6 hrs. 10 min. Instructional Time Per Day

PONDEROSA ELEMENTARY
EARLY DISMISSAL SCHEDULE

7:00 AM School Doors Open

7:40 AM First Bell

7:45 AM Class Begins

9:25 AM - 9:50 AM	Lunch (K)
9:35 AM - 10:00 AM	Lunch (1)
10:00 AM - 10:25 AM	Lunch (2 - 3)
10:25 AM - 10:50 AM	Lunch (4 - 5)
Each Lunch/Recess Period is 25 Minutes in Length	

11:00 AM Classes Dismissed

11:05 PM Buses Depart

2 hrs. 50 min. Instructional Time Per Day

BOYD COUNTY PUBLIC SCHOOLS

SUMMIT ELEMENTARY
MASTER SCHEDULE/BELL SCHEDULE

7:00AM School Doors Open

7:40AM First Bell

7:45 AM Class Begins

10:50 AM
11:00 AM
11:05 AM
11:10 AM
11:20 AM
11:30 AM
11:40 AM
11:50 AM
12:00 NOON
12:10 PM
12:20 PM
12:25 PM
12:30 PM

Lunches are scheduled at 10 minute intervals

Each Lunch/Recess is 40 Minutes in Length

2:35 PM Classes Dismissed

2:40 PM Buses Depart

6 hrs. 10 min. Instructional Time Per Day

BOYD COUNTY PUBLIC SCHOOLS

RAMEY/ESTEP HIGH SCHOOL
MASTER SCHEDULE/BELL SCHEDULE

Attendance Day Begins:

8:00 AM - 9:30 AM BLOCK 1

9:30 AM - 11:00 AM BLOCK 2

11:00 AM - 11:45AM First Lunch - Advisory/**Character Education**

11:45 AM - 12:30 PM Second Lunch - Advisory/**Character Education**

12:30 PM - 2:00 PM BLOCK 3

2:00 PM - 3:30 PM BLOCK 4

Attendance Day Ends.

EARLY DISMISSAL DAY

Attendance Day Begins:

8:00 AM - 8:45 AM BLOCK 1

8:45 AM - 9:30 AM BLOCK 2

9:30 AM - 10:15 AM BLOCK 3

10:15 AM - 11:00 AM BLOCK 4

11:00 AM - 11:45AM First Lunch - Advisory/**Character Education**

11:45 AM - 12:30 PM Second Lunch - Advisory/**Character Education**

Attendance Day Ends.

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BOYD COUNTY PUBLIC SCHOOLS

EARLY CHILDHOOD LEARNING CENTER - NORTH
MASTER SCHEDULE/BELL SCHEDULE

7:15 AM	School Doors Open
8:00 AM	Class begins with breakfast in classrooms
11:00 AM	Lunch (served in classrooms)
2:15 PM	Dismissal of children to buses *
2:30 PM	Teacher Planning Time
3:00 PM	Staff dismissal

* Some staff will ride as bus monitors and will leave at this time. A staff member will be on duty until 4:00 PM daily to man the radio communication with buses.

Buse pickup will be 10:20 - 10:30 AM on Early Dismissal days.

BOYD COUNTY PUBLIC SCHOOLS

EARLY CHILDHOOD LEARNING CENTER - SOUTH
MASTER SCHEDULE/BELL SCHEDULE

7:15 AM	School Doors Open
8:00 AM	Class begins with breakfast in classrooms
11:00 AM	Lunch (served in classrooms)
2:15 PM	Dismissal of children to buses *
2:30 PM	Teacher Planning Time
3:00 PM	Staff dismissal

* Some staff will ride as bus monitors and will leave at this time.

Buse pickup will be 10:20 - 10:30 AM on Early Dismissal days.