



Substitute Teacher Handbook Service

Most days in public schools across Kentucky, numerous substitute teachers are called to serve. Make sure they are prepared.

By policy, most boards of education specify that "All policies of the Board are binding on employees of the District . . ."

How does your district inform substitute teachers about their basic responsibilities under board of education policies?

KSBA now offers a reasonably priced option to assist your district in providing essential information to your substitute teachers that reflects your board's latest policy requirements.

SUBSTITUTE HANDBOOK DEVELOPMENT FEE

(includes handbook master in hard copy and/or electronic format)

● Development fee	\$900
● Annual maintenance fee <i>(begins with the second year in service)</i>	\$125
● Discount for development of more than one handbook <i>(Employee, Substitute Teacher, or Coaches)</i>	10 percent

For more information, contact Katrina Kinman at katrina.kinman@ksba.org or your district's policy consultant at 1-800-372-2962 or firstname.lastname@ksba.org.