

Calhoun City Schools



A Tradition of Excellence

Substitute Teacher Handbook 2020-21

The Department of Human Resources is committed to attracting, supporting, and retaining the highest quality employees dedicated to providing an exceptional education for our students.

Employ highly qualified teachers, leaders, and staff in all positions. Provide professional learning opportunities to continuously improve instructional programs.

Ensure organizational effectiveness in the maintenance of facilities, the nutritional program, student services and transportation to support student learning.

Engage parents and community in the educational process.

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Calhoun City Schools

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Introduction

This Handbook is designed to introduce all new employees, temporary employees, and substitutes to the vision, mission, and culture of Calhoun City Schools (CCS). It should serve as a guide to the most recent policies, regulations, and procedures under which CCS operates. It is purposely limited in size and scope to those policies and procedures that are most frequently inquired about by employees. Not all district policies and procedures are included, but those that have been summarized.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide and a brief explanation of district policies and procedures. District policies and procedures can change at any time and these changes shall supersede any handbook provisions that are not compatible with the change. District policies are available on-line at the district's website: www.calhounschools.org (Eboard site found under the Board of Education link).

Providing excellent customer service is a priority for the Department of Human Resources. Please do not hesitate to call, fax, or email if there are ways we can help you be more effective or efficient.

We are pleased to have you as a member of the CCS family. Whether you are an administrator, teacher, bus driver, professional, or support employee, the skills and commitment you bring to your job make an important contribution to our goal of providing an exceptional education for the children of Calhoun City Schools.

Welcome!

Dr. Michelle Palmer

Dr. Michelle Palmer
Chief Human Resources Officer

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CCS Beliefs

As a substitute you are an integral part of the instructional team. As such, you are expected to maintain a professional attitude toward your work. By demonstrating self-confidence, initiative, and flexibility, you can have a positive impact on students while providing an essential service to your schools.

SUBSTITUTE AND TEMPORARY EMPLOYEE GUIDE

SUBSTITUTE TEACHER REQUIREMENTS

Annual Renewals

Substitute lists are updated annually and must complete the following renewal requirements:

1. Attend one of the annual meeting dates.
2. Complete required trainings and document submission.
3. Complete substitute assignments for the prior school year.

Qualifications (Submit official highest level of education documents)

The state of Georgia has established the following minimum qualifications for substitute teachers:

1. Minimum of a high school diploma or GED
 - a. Diploma is acceptable for high school or GED
 - b. Official Transcripts are required for Associates degree and above.
2. Complete a substitute teacher training program which meets the state guidelines
3. Have an acceptable criminal background check (must be fingerprinted)

Retired Teachers

Retired teachers must check with your retirement plan for any restrictions or penalties. Teachers that have retired from the District are waived from completing the background check process if they have retired within 30 to 60 days of re-employment.

SUBSTITUTE TEACHER ASSIGNMENTS

1. Substitute assignments are on an as-needed basis & reflect the instructional needs of the school.
2. Substitute assignments will be communicated through Frontline Education, AESOP.
3. Substitute teachers are expected to maintain the regular teacher's work schedule.
4. Substitute teachers should report to the main office, unless otherwise instructed, and follow the school's sign in procedures.
5. Substitutes should know the following information when accepting an assignment:
 - Name of School
 - For whom you will be substituting
 - Grade level and/or subjects
 - Location of lesson plans
 - Scheduled workday hours
 - Any special instructions

CELL PHONE USAGE

Cell phones must be turned off during the instructional day. If you absolutely must make a personal call that is not school related, please be very prompt. Cell phone use during instructional time for personal purposes is unacceptable. Students should not be unsupervised in the classroom while you return phone calls or texts. The office will take a message for you should you receive a personal phone call during scheduled instructional time.

CONFIDENTIALITY

It is unethical to share confidential information concerning student academic and disciplinary records, personal confidences, health and medical records, family status and/or income, and testing results. It is also unprofessional to discuss information about teachers and/or students with others in the community.

1. The Family Educational Rights and Privacy Act (**FERPA**) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. Generally, schools must have written permission from the parent in order to release any information from a student's education record.
2. A good rule of thumb is that information should be shared with others only on a “need-to-know” basis. Only those persons (teachers, paraprofessionals, administrators) directly involved with the child may receive information about the child.

DISCONTINUATION OF SERVICE OR REASSIGNMENT OF DUTIES

By Employee: Please notify the HR department in writing as soon as possible to have his/her name removed from the substitute call list.

By School Administration: In accordance with at-will employment, a school administrator may request that a substitute or temporary employee no longer be considered for assignments at their school with or without cause.

By CCS: An administrator may discontinue services of a substitute with or without cause.

1. Substitutes and temporary employees do not hold contracts, and work at the pleasure of the Board of Education. As at-will, temporary employees of the district whose services are utilized on an as-needed basis, substitute and temporary teachers may be removed or may resign from employment and the substitute teacher list with or without cause at any time.
2. Substitutes or temporary employees who receive One (1) complaint, found serious in nature by the Principal or HR Director, will be sufficient to be immediately removed from the current employee roster (i.e. corporal punishment, inappropriate and/or unprofessional conduct, sexual harassment, drug/alcohol use, possession of a weapon(s), security violations, any incident judged to be in direct violation of school board policies, or any incident judged to jeopardize the safety and/or supervision of our students).
3. Substitutes or temporary employees who receive an accumulation of three (3) written complaints from the schools will be removed from the approved substitute list.

DRESS CODE

The Calhoun City Schools Board of Education expects all employees to dress in a professional manner. We have high standards concerning dress code and personal appearance, as this is an important element of providing a good impression to our students, parents and stakeholders. Attractive, professional dress and overall appearance will communicate that we care about our school system and value our positions within Calhoun City Schools.

Dress should be appropriate for the position as determined by the employee's immediate supervisor. Piercings, body art, hairstyles, or other adornments that are detrimental to the learning environment are not permitted. Calhoun City Schools believes that the appearance of employees clearly affects the work, attitude, and discipline of students.

Employees should ensure that their clothing and appearance choices are supportive of the learning environment and communicate that the employee is deserving of respect. Employee dress and personal appearance while attending Calhoun City Schools, and while representing the schools or system in connected activities, should reflect dignity and pride in the schools. (This includes when teachers and staff are on field trips, at conferences and/or competitions in the community and across the state). Principals/supervisors or their designee shall have the authority to make a professional judgment as to the appropriateness of dress of an employee while carrying out their responsibilities. Principals/supervisors may periodically designate spirit or casual-wear days where jeans may be appropriate. If you have questions about what may or may not be acceptable, please check with your supervisor.

For safety reasons, employees may be required to wear uniforms, protective clothing, and/or any type of protective device. Uniforms are the property of Calhoun City Schools. They should be cared for as

directed by the employee's supervisor and department guidelines, and they must be returned upon separation from employment.

DUTIES AND INSTRUCTIONAL RESPONSIBILITIES

1. Lesson Plans: Maintain the regular routine of class and follow the daily class schedule/lesson plans provided.
2. Student Attendance: Attendance should be taken at all class changes, including before and after transitions. Follow the attendance procedures established at that school.
3. Classroom Management: Model and reinforce the expectations of the permanent teacher.
4. Leaving School Campus: At no time during the day should the substitute leave campus unless authorized to do so by an administrator.
5. Discipline: Maintain appropriate discipline in the classroom using acceptable behavior management strategies when students cause behavior problems that are disruptive to the learning environment.
6. Additional Duties: Substitute teachers **are** required to perform other duties during planning periods for the successful and safe operation of the school (*i.e. bus duty, lunch duty, filling in for another teacher during a scheduled break or planning period, front office assistant, and other assignments as necessary*).

EQUAL OPPORTUNITY EMPLOYMENT

The Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, national origin, political affiliation, age, disability, sexual orientation, gender, veteran status and genetic information. This policy will prevail in all matters concerning employees, (employment, retention and advancement), students, parents, the general citizenry, educational programs and services, and persons with whom the Board does business. In keeping with the Board's commitment and the requirement of applicable state and federal law, the Board and staff will strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational services and opportunities offered students; in location and use of facilities; in educational materials; and in all business transactions conducted by the Board.

MEDICAL ISSUES & REPORTS

1. Student Accident Reports – Any student who is injured or ill should be referred to the school nurse. You may ask to fill out an accident report form. Check with the nurse or the front office for procedures.
2. Adult Accident Reports (See workers compensation procedures): Employees who are injured or suspect they may have been injured on the job **MUST** fill out an accident report with the designated administrator. If you need to see a doctor as a result of an accident that occurred while on the job, see the designated administrator.
3. Student Medication Policy: All medication should be dispensed by the school nurse and requires parental consent. Under no circumstances should you give a student an aspirin, Tylenol, etc. Students should see the nurse with requests such as these. If a student has medication in their possession, you should take it and notify the nurse.

PAY AND TEACHING ASSIGNMENT

1. Four hours or less on any assignment will be paid on a half-day basis.
2. More than four hours on any assignment will result in pay on a full-day basis with the exception of current CCS employees such as bus drivers. Bus drivers who also work as a substitute teacher will be paid $\frac{3}{4}$ rate of full day pay and work 6 out of 8 hours.

3. If a substitute teacher accepts an assignment after the scheduled reporting time, the substitute teacher shall be allowed one hour from the time he/she accepts the assignment to arrive at the school.
4. The District reserves the right to withhold a pro-rata amount from a half-day or full-day payment if the substitute teacher arrives late to an assignment or leaves early.

PAYROLL STATEMENTS (September will be the first payroll)

Payday is the last working day of each month. The statements show all pay, deductions, the current period and year-to-date totals. To ensure accurate and timely pay, each employee should promptly report any changes in name, address, marital status, or education level to the Department of Human Resources.

Social Security (FICA), federal income tax, and state income tax (when required by law) will be deducted from the substitute teacher’s paycheck.

School bookkeepers will enter substitute assignments for pay and should be contacted for issues or discrepancies in pay. Any errors in pay should be reported to the **school bookkeeper** by the substitute teacher no later than 5 working days after receipt of check of current pay period. The district will determine the resolution to any discrepancy between district records and substitute records.

Adjustments to correct under or overpayment will be made in the next scheduled payroll, unless circumstances warrant running a corrected payroll. The pay scale is as follows:

Rate of Pay

- | | | |
|------|--|----------|
| I. | Non-Degreed (HS Diploma/GED/Associates Degree) | \$60/day |
| a. | Not eligible for Long-term assignments | |
| II. | Degreed (Bachelor’s Degree or Higher and/or Valid Teaching Certificate) | \$80/day |
| a. | Eligible for Long-term assignments in certified fields (teacher positions only) | |
| b. | Approved Long-term substitute teacher pay is a \$100/day | |
| | Note: Long-term pay only applies to <i>certified teaching positions</i> . | |
| III. | CCS Retirees (with an Associate's Degree or Paraprofessional Certificate) | \$70/day |

Payroll Cutoff Dates

See CCS Substitute Teacher Webpage

POLICIES AND PROCEDURES

As a temporary employee of the Calhoun City School System, it is your responsibility to know, understand, follow, and enforce school rules, policies and procedures. For a complete list of Board Policies and Procedures, please visit www.calhounschools.org and select the Board Policy Manual link (Eboard site found under the Board of Education link).

PROFESSIONAL BEHAVIOR: THE CODE OF ETHICS FOR EDUCATORS (summarized)

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. An “educator” is a teacher, administrator, or other certified person, and also refers to paraprofessionals, aides, and substitute teachers. Educators:

1. Should always abide by federal, state, and local laws and statutes.
2. Should always maintain a professional relationship with all students, both in and outside of classroom.
3. Should refrain from the use of alcohol or drugs during the course of professional practice.
4. Should exemplify honesty and integrity in the course of professional practice.

5. When entrusted with public funds and property, should honor that trust with a high level of honesty, accuracy, and responsibility.
6. Should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.
7. Should comply with state and federal laws and local school board policies relating to the confidentiality of student and personnel records, standardized test materials and other information covered by confidentiality agreements.
8. Should fulfill all the terms and obligations detailed in the contract with the local board of education for the duration of the contract.
9. Should file reports of a breach of one or more of the standards of the Code of Ethics for Educators, child abuse, (O.C.G.A. §19-7-5) or any other required report.
10. Should demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession.
11. An educator shall administer state-mandated assessments fairly and ethically.

PUNCTUALITY and SIGN-IN PROCEDURES

Employees are required to report to work at the scheduled time and place. It shall be the responsibility of the principal to determine the cause of tardiness as to its justification. *Substitutes are paid for actual time on the job.* Substitutes should report to the school office immediately upon arrival to inquire about the sign-in procedures. Procedures may vary from school to school.

- | | |
|-------------------|------------------|
| ▪ PreK: 7:15-3:15 | ▪ CMS: 7:30-3:30 |
| ▪ CPES: 7:15-3:15 | ▪ CHS: 7:30-3:30 |

REPORTING REQUIREMENTS/MANDATED REPORTERS

Child Abuse Reports – Employees are required by law to report reasonable suspicion of child abuse. Your **ONLY** responsibility is to report the suspicion to a school administrator. Do not question students or investigate further on your own.

1. Any teacher, counselor, substitute or administrator receiving a report of sexual abuse or sexual misconduct of a student shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.
2. Inappropriate communications and relationships with students are a violation of our policy. Establish and maintain appropriate boundaries. If you believe inappropriate actions have occurred, immediately notify a school administrator.

SAFE and DRUG FREE SCHOOL

1. Safety and Emergency Procedures: It is your responsibility to become familiar with the school-specific safety plan. Each employee plays an integral part in maintaining our schools as safe and secure environments for learning and protecting the well-being of student and peers. Emergency procedures should be posted on the classroom wall and should be found in the substitute teacher folder or lesson plan book.
2. In accordance with the Drug-Free Work Force Act of 1988. The CCS Board of Education declares that being under the influence of, or being involved in manufacture, distribution, sale, or possession of alcohol, controlled substances, or other dangerous drugs, is prohibited for all Board of Education employees in the workplace and for any Board of Education function. Violation of this prohibition may result in dismissal.
3. Students and employees are prohibited from using tobacco products while they are acting in their official capacity as a CCS substitute.

4. All adults who enter a school building must wear a nametag. If persons are seen without a nametag, it should be reported to the main office immediately.

SUPERVISION of STUDENTS

1. It is your responsibility to become familiar with the student discipline guidelines in the student handbook. Classroom rules are generally posted on the wall of the classroom or may be found in the lesson plan book or substitute teacher folder. Follow the regular classroom discipline plan as much as possible and leave documentation of difficulties for the teacher.
2. Office referral is in order for fighting, harm to others or self, extreme disruption of class, and extreme disrespect toward the teacher. You are expected to maintain proper classroom discipline and handle problems in the classroom before submitting them to the office. Students referred to the office should be accompanied by another student or paraprofessional. Do not leave your classroom unattended to go with a student. Another option is to use the intercom call button to request administrative assistance or to inform the administration that a student is on the way to the office.
3. Under no circumstances are you to leave students unattended. If you must leave the room, ask a neighbor teacher or paraprofessional to step in for a moment. Students should not be left in the classroom while the class goes to the playground, media center, lunchroom, etc.

UNEMPLOYMENT COMPENSATION

The Georgia Court of Appeals, upholding a decision of the Fulton County Superior Court, has ruled that substitute teachers are not entitled to unemployment benefits. Since substitute teachers work “on an as-needed basis and not guaranteed employment with the school district for a certain period of time,” the court held that such employment was not of the type intended to be covered by Georgia unemployment laws. *Campbell v. Poythress*, 216 Ga. App. 834 (1995).

Substitute Teacher / Staff Employment: As needed and on-call

As an on-call, at-will substitute with the Calhoun City Schools, I do hereby recognize, understand and agree to the following:

- The substitute position which I am applying for is a temporary position on an “as needed” basis;
- The placement of my name on a list of substitute teachers or other substitute positions does not guarantee any work;
- I may, or may not, be called to work nor am I required to work when called upon;
- I maintain the right to refuse work on a day-to-day basis;
- I may be removed with or without cause from the approved substitute list at any time; and
- I may stop working as a substitute at any time;

CLOSING

Thank you for choosing one of the most difficult jobs in education - that of a substitute teacher. In many ways, the substitute teacher position is much more difficult than that of the full-time teacher. However, your job can be very rewarding as well. You will have the opportunity to meet and work with hundreds of children from all of our campuses. Remember that everyone wants you to succeed in your endeavors as a substitute teacher and we hope that this handbook will assist you in your successes as well.

Welcome to an exciting and rewarding role as a substitute teacher!