



CARROLL COUNTY PUBLIC SCHOOLS

SUBSTITUTE TEACHER HANDBOOK

2024-2025



Carroll County Public Schools

125 N. Court Street | Westminster, MD 21157

410-751-3000
MD RELAY 711
410-751-3030 FAX

Building the Future
Cynthia McCabe, Ed.D.
Superintendent

Dear Substitute Employee,

Welcome to Carroll County Public Schools. This handbook is intended to provide general information about our system which will be useful to you as a substitute employee.

Your job as a substitute employee is an important factor in the quality of instruction offered to students. We feel that students have a right to learn whether or not the regular teacher is present. Most ideally, instruction should proceed without interruption. The substitute should make every effort to facilitate the sequence of planned activities for all students.

On the following pages you will find guides and suggestions to help you become an effective participating member of the staff. Our administrators stand ready to assist in any way possible. Please do not hesitate to request assistance.

Thank you for your assistance and support. We hope that you will find your experience with Carroll County Public Schools to be professionally satisfying.

Sincerely,

Ernesto Diaz

Director of Human Resources

Substitute Placement and Absence Management

Carroll County Public Schools' substitute placement system utilizes current technology to automate most of the substitute teacher assignment process. Absence Management is an integrated telephone and Internet system that users simply log onto via the web or the phone anytime and anywhere. Substitutes will search for available assignments either by calling the toll free number at 1-800-942-3767 or by logging onto the web at www.aesoponline.com. Substitutes will also be able to:

- Accept or reject assignments
- Select preferred schools
- Absence Management will also call substitutes for unfilled assignments

Upon notification of approval from the Human Resources Office to begin substituting, substitutes will receive an Absence Management "Welcome Letter," which will contain a login ID and pin number, and a "Phone Guide." Substitutes will then be expected to review these documents for instructions on how to access Absence Management, voice record a name, select preferred schools, and identify non-working days. The assigned pin number can also be changed, if desired.

If you need assistance, please contact:

Wendy A. Ruch

Human Resource Associate I

(410) 751-3176

waruch@carrollk12.org

General Information

Age Requirements For Employees Working with Children

The minimum age for a CCPS substitute employee is as follows:

Elementary/Middle School – 18 years

High School (including Gateway) – 21 years

Substitute List

The Human Resources Department maintains a list of eligible persons to serve as substitutes in the absence of classroom teachers and contracted instructional assistants/paraprofessionals. Only those persons whose names appear on the official substitute list may be assigned to work as substitutes. This list is updated prior to the start of each academic year, revised periodically during the school year, and is valid from September 3, 2024-June 13, 2025.

Substitutes are required to work at least five (5) days each semester. Substitutes who do not work at least five (days) during each semester (September 3, 2024-January 27, 2025, and January 28, 2025 -June 13, 2025) will be removed from the list and required to re-apply for a substitute position.

All eligible substitutes will receive an Employee Announcement, via their CCPS email, prior to the end of each academic year. The announcement will inform employees of the reasonable expectation that they will be recalled to perform the same or similar services during the following academic year, unless otherwise notified. In other words, you can expect to be employed as a substitute during the following academic year, unless you are notified differently by an administrator or a human resources associate.

Procedures for Searching/Accepting Substitute Assignments via Absence Management

Substitutes will search for available assignments either by calling the toll free number at 1-800-942-3767 or by logging onto the web at www.aesoponline.com. Substitutes also have the option of waiting for Absence Management to notify them via a phone call.

Hours of Work

The opening and closing hours of a school will be available on the Absence Management homepage or when a call is received from Absence Management. Report times for each job are listed in Absence Management.

Long-Term Substitutes

A request for approval to be placed in a long-term substitute position must be forwarded by the principal of the school to Wendy Ruch (waruch@carrollk12.org) as soon as it is determined that the same job assignment will exceed ten (10) consecutive working days. Long-term substitutes work the same hours as the teacher for whom they substitute, attend all faculty meetings, and assume all the duties of the teacher. Long-term substitutes receive additional pay beginning on Day 11 of the approved assignment.

Payment

All CCPS employees are paid on the 15th and the last business day of the month, via direct deposit.

When Substituting for a Teacher

- ***Certified/Licensed and/or Degreed (Bachelor's or higher)***
\$145.29 per day
\$72.64 per half day
- ***Long-Term Substitute Teachers (Certified/Licensed and/or bachelor's degree or higher)***
\$176.91 per day (beginning Day 11 through end of assignment)

- ***Non-Degreed (Regardless of the number of days in the assignment)***
\$123.80 per day
\$61.90 per half day
- **When Substituting for an Instructional Assistant**
\$15 per hour
- **When Substituting for a Registered Nurse**
\$42 per hour

Pertinent State and Local Policies

Substitutes must be fingerprinted for the F.B.I. and Maryland State Police Criminal background check conducted under the Criminal Justice Information System. Additionally, substitutes must review appropriate “Safe Schools” training videos according to an announced deadline date to maintain their substitute position.

Termination of Employment

Substitute teachers, upon notice, may be excluded from working at particular schools and/or from service with CCPS at any time it is deemed necessary and appropriate to do so. Reasons for exclusion include, but are not limited to:

- Failure to adhere to handbook guidelines
- Failure to report/reporting late for the assignment
- Leaving the assignment early
- Cancelling the assignment with little to no notice
- Inappropriate use of school computers/equipment
- Leaving students unattended
- Failure to follow lesson plans/instructions
- Poor classroom management
- Poor interaction/reaction with students or staff
- Being excluded from three schools during the academic year

Substitute teachers may terminate employment with CCPS at any time as well by informing Human Resources in writing. Written communication should be directed to Wendy Ruch at: waruch@carrollk12.org.

Responsibilities of the Substitute

Professionalism

The most important responsibility of a substitute is to adhere, at all times, to the same high standards of conduct and professionalism expected of all staff members. Every attempt should be made to be available for all assignments accepted. Personal information should be maintained in Absence Management to reflect availability. The school system anticipates that substitutes will dress properly for classroom/gym, keep his/her personal life, viewpoints, opinions, beliefs, etc. out of classroom discussions, and use appropriate and respectful language when communicating with stake holders.

It is the substitute's responsibility to move the learning process forward and maintain continuity in the instruction during the teacher's absence. Substitute teachers must set the tone and pace for the class while following the outline of lesson plans as closely as possible. Substitutes who accept instructional assistant positions are also expected to assume the duties associated with the job.

If there are problems, consult with a teacher in your immediate area or call for the administrator through the intercom system or via classroom phone. If absolutely necessary, send a dependable student to the office for help. In an elementary school, two students should be sent together. Students are never to be left unsupervised.

Confidentiality

Student information is confidential. It is inappropriate to share personal information about a student to anyone other than CCPS staff. Questions pertaining to students or staff members should be directed to the appropriate building administrator.

Preparation

When accepting an assignment, substitutes should be certain to obtain the following information:

- Name of the person for whom you are substituting
- Name and location of the school
- Expected arrival time (arrive early enough to become oriented before class begins)
- Grade or subject area
- Confirmation number

Upon arrival, the following information should be obtained from the school's administration or secretary:

- Location of classroom, lesson plans, student attendance procedures, emergency plan information and supplies
- Names of teachers in nearby rooms for assistance, if needed
- Any special duties you will have

- Teacher planning time assignment
- Necessary documents from the teacher's mailbox
- Location of staff lounge, restrooms, and cafeteria

Adhering to Lesson Plans or Instructions Left by the Teacher

Substitutes are required to follow lesson plans and/or instructions left by the teacher. Contact an administrator or the main office in the event lesson plans or instructions are not available.

Reporting

It is essential for continuity that the teacher be fully apprised of classroom activity during his/her absence. Report attendance and collect all written work assigned per class period. Also, leave the teacher or instructional assistant feedback via Absence Management or handwritten communication.

Safety and Security

Substitutes are responsible for the safety and welfare of the students during the teacher's absence. It is important for a substitute to familiarize themselves with the school layout, fire exits, and emergency procedures. All schools have the emergency procedures posted throughout the building.

Windows on the ground level floors offering easy access to the interior shall remain closed and locked. Classroom and instructional space doors shall remain in the locked position during the school day. Occupied interior classroom doors may remain open or have the magnet in place; however, the magnet shall be removed, and the door closed and locked whenever unoccupied. Exterior doors shall not be propped open for any reason unless the door is monitored by faculty or staff. Actively teaching in a classroom does not constitute monitoring a door. Directing the use of specialized equipment should be avoided because of safety to students and damage from improper use. Locked and unlocked equipment stored in the classroom should be monitored. Lifting and toileting of students must always be conducted with the help of another staff member. Contact the building administrator if questions arise.

Additional Required Safety Procedures

Due to heightened security measures, it is essential that all substitutes adhere to the following:

- Sign in using confirmation number for the assignment.
- Sign out of schools. Substitute badge must be displayed at all times.
- If assigned a building pass from the main office that allows ingress and egress during the school day it must be returned at the end of each day's assignment. Failure to return the badge will result in a call from the school administrator to ascertain its whereabouts and if necessary, require you to respond back to the school to return the badge.
- Become familiar with emergency exits. The administration of each school or designee will advise substitutes of any emergency situation.

Worker's Compensation

CCPS provides Worker's Compensation Insurance coverage for its employees. The provisions of the benefit involve injury resulting during the performance of a work assignment. All injuries must be reported to the school's main office immediately. The employee and the administrator at the school must complete the Employer's First Report of Injury form via internet or 1-888-410-1400.

Report student accidents/injuries immediately to the school nurse. Any student injured at school must have an accident report completed and filed following the appropriate practice at the school. Documentation of the time and circumstances under which the accident or injury occurred is extremely important. The school has the responsibility to render first aid, make a sick or injured student as comfortable as possible, contact emergency services if necessary, and to notify the parent/guardian. The school administrator or designee will take care of these items as needed once the accident is reported.

Substitutes are asked to practice universal precautions to prevent the transmission of blood borne disease in the workplace. Gloves and other protective equipment are available as needed. Direct contact with another person's blood or bodily fluid containing blood during the course of the workday must be reported on an Employee Report of Exposure Incident Form in the school office.

Reporting Cases of Child Abuse/Neglect

All CCPS employees are legally obligated to report all suspected cases of child abuse/neglect. Substitutes who suspect, either through visual observance, comments, or if the student him/herself advises that he/she has been abused or neglected, must report that information to the local Department of Social Services or local law enforcement agency. Consult with the school level administrator if you need help.

Human Relations

Carroll County Public Schools strives to establish and maintain an atmosphere in which students and staff can develop attitudes for effective, cooperative living, including:

- Respect for the individual, regardless of economic status, intellectual ability, race, creed, color, religion, sex, and age.
- Respect for cultural differences.
- Respect for the economic, political, and social rights of others.
- Respect for the right of others to see and maintain their own identity.

Substitute teachers are reminded to always be aware of actions and words that may reflect biases. Teaching should be conducted with a philosophy that respects the individuality of each student and the right of each student to fulfill his/her potential.

Educational Materials and Equipment

The security of instructional materials is the responsibility of the substitute in the absence of the regular teacher. It is important to keep student attendance records, assignments, and class grade book in a safe place. Instructional materials are not to be removed from the room unless directed to do so by the teacher and/or principal.

Hints About Classroom Management

Classroom Rules

In most classrooms, rules are posted, and it is advisable that they be reviewed with the class early in the day. Substitutes are expected to develop rules that are reasonable and appropriate in the event specific rules are unavailable.

First Impressions

Substitute teaching is an opportunity to work with and help young people. It should be looked upon as fun and challenging. When substituting, it is important to maintain an attitude that is positive, friendly, understanding, and firm. Students generally live up to what is expected of them. As one student remarked, "If the substitute is decent to the class, the class will usually be decent to the substitute."

Young children in the primary grades may fear the new adult. Some may even cry. One substitute who specializes in these grades maintains that "honesty, liberally laced with kindness and warmth will usually ease the situation." She tells the children honestly, "Your teacher is not feeling well today, so I am here to be your teacher. I want you to help me." If one child seems especially distressed, she will say, "You sit near me and be my helper." Temporarily taking the child away from the group prevents the apprehension from spreading. By the time students reach the upper elementary and secondary years, they may seek to find limits in hopes that those limits are reasonable and that things will not be so very different from their daily classroom routine.

Discipline and Student Behavior

If students are actively involved in the learning process, they most likely will not engage in off-task behavior. Student misbehavior is rarely directed at the substitute personally but has some other motive.

The key to good discipline is keeping to the task at hand. Here are some key ideas to remember:

- Reacting with hurt feelings, or vengeance is inappropriate.
- Students expect limits to be set and the rules to be enforced consistently.
- Students do not always have the experience to make wise decisions on behavioral choices and may be impulsive or do not think through the responsibility they have for their decisions.

- Positive reinforcement changes behavior, punishment does not. Appropriate behavior must be taught and modeled. Consequences for misbehavior must fit the behavior.
- The use of physical force to separate students engaged in a physical altercation is unacceptable. Contact an administrator for assistance.
- Hall passes are required when a student leaves the classroom.
- Students should not be allowed to visit other classrooms without your prior communication with that teacher. Follow the teacher's procedures on requests to leave the classroom for use of the bathroom or water fountain (may be due to health reasons).
- Contact the administrator for questions or for support with students whose behavior continues to escalate.

Portable Electronic Devices

Substitute teachers are not permitted to use cell phones for personal use in the presence of students.

The Board of Education values instructional time and seeks to create a focused educational environment. To help keep the focus on academics and to reduce unnecessary distractions, the following regulations govern the possession and use of portable electronic devices, including cell phones, in Carroll County Public Schools. Laser pointers are prohibited on school premises.

Employees shall consistently implement these regulations and hold students accountable to the expectations identified in these regulations. Employees will set the example for students and model the expectations established in these regulations as practicable

Contact an administrator for answers to questions regarding devices owned by students or in the event a student is in violation of the Portable Electronic Devices and Cell policy. Disciplinary action, as outlined in the Carroll County Public Schools student services manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if a preponderance of evidence exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy. Do not confiscate a student owned device nor assist with troubleshooting personally owned devices.

Instruction

Teachers who incorporate instructional technology into their lessons shall ensure that students are provided access to the tools they need to complete assignments. Whether or not a student has a personally owned portable electronic device is a family decision. Personally owned portable electronic devices are not required and shall not be used for instructional purposes during the school day. CCPS-provided devices shall be used for all instructional purposes. No portable electronic device shall be used to record, store, or transmit any type of image, sound, or video except for approved projects or instructional activities utilizing CCPS-provided devices with the express permission of school staff.

Students in Elementary Schools

Devices must be silenced and stored (out of sight) upon entry to the school until exit from the school. It is highly recommended that elementary students do not bring personally owned portable electronic devices to school or on the school bus. The audible notification sounds and volume of personally owned portable electronic devices shall be silenced or directed through headphones on school buses. It is highly recommended that elementary students do not bring personally owned portable electronic devices to school or on the school bus. Additional personal portable electronic devices, including smart watches, are considered portable electronic devices and must be silenced and stored (out of sight) upon entry to the school until exit from the school at the elementary level. It is highly recommended that elementary students do not bring smart watches to school or on the school bus.

Students In Middle Schools

Personally owned portable electronic devices must be silenced and stored (out of sight) while in classrooms, the library media center, the gymnasium, restrooms, and locker rooms for the entire school day. Students may use their personally owned portable electronic devices before school and after school in a non-disruptive manner, with approval from a school administrator. Students may not use their personally owned portable electronic devices during lunch unless approved by a school administrator. The audible notification sounds and volume of personally owned portable electronic devices shall be silenced or directed through headphones within the restricted settings outlined previously at school and on school buses.

Students in High Schools

Personally owned portable electronic devices must be silenced and stored (out of sight) while in classrooms, the library media center, the gymnasium, restrooms, and locker rooms for the entire school day. Students may use their personally owned portable electronic devices before school, after school, in the hallways during class changes, and during lunch in a non-disruptive manner, unless otherwise directed by a school administrator. The audible notification sounds and volume of personally owned portable electronic devices shall be silenced or directed through headphones within the restricted settings outlined previously at school and on school buses.

Students with Medical Needs

Students with documented medical needs as established in an Individualized Education Program (IEP), 504 plan, or health care plan may require access to a personally owned portable electronic device during the school day. The student's access to their device will align with the plan in place permitting such access.

ADA ACCESSIBILITY STATEMENT

Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Communications Office at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management, (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.