

“Building Champions with a Future and a Hope”

Substitute Teacher

Reference Manual

ADVANTAGE ACADEMY - DALLLAS

4009 Joseph Hardin Dr., Dallas, TX 75236 – Pre-K through 8th Grade Programs

Tel: *214-276-5800(option 3)* ***Fax:*** *Build. 4010: 214-467-4499……Build. 4009: 214-467-2510*

ADVANTAGE ACADEMY - GRAND PRAIRIE WEST

955 Freetown Rd, Grand Prairie, TX 75051 – Pre-K through 8th Grade Programs

Tel: *214-276-5800(option 2)* ***Fax:*** *972-602-2212*

ADVANTAGE ACADEMY - WAXAHACHIE

701 West Highway 287 Bypass, Waxahachie, TX 75165 – Pre-K through 8th Grade Programs

Tel: *972-937-9851(option 4)* ***Fax:*** *972-937-9876*

ADVANTAGE ACADEMY - GRAND PRAIRIE EAST

300 West Pioneer Parkway, Grand Prairie, TX 75051 – 9th through 12th Grade Programs

Tel: *214-276-5800(option 6)* ***Fax:*** *972-237-7928*

DISTRICT CONTACT INFORMATION

Human Resources Department **– 214-276-5871** or **214-276-5866**
Email address for questions/information **– hr@advantageacademy.org**
Business Department **– 214-276-5830**
Additional information may be found on the AA website www.advantageacademy.org

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ASSISTANT SUPERINTENDENT
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SAFETY/DISCIPLINE
Leon Davis, DALLAS

FACILITATORS/COORDINATORS
Danna Forbes-Martin, DISTRICT SUPPORT
Josue Ramos, ERP / SAFETY / FACILITIES

SCHOOL PROFILE

Vision
For every student to live with *Wisdom*, *Purpose* and *Victory* by instilling America's founding principles of *Knowledge*, *Character* and *Leadership*.

Mission
To prepare each student for the global society by meeting their unique needs - mind, body and spirit, through:

- *A safe, healthy, nurturing and faith-friendly environment*
- *Active and personalized learning*
- *Family and community engagement*
- *Character, servant leadership and personal responsibility*
- *Truth in American history, civic virtue and service*

Motto
"Building Champions with a Future and a Hope"

SEVEN PILLARS of CHARACTER and LEADERSHIP

Students of Advantage Academy are expected to learn and uphold the following qualities:

Integrity - Integrity is having strong moral values and showing consistent character even when no one is watching. The honesty, truthfulness, or accuracy of one's actions.

Humility - Humility is a modest view of oneself. Not the opposite of confidence, humility is showing a lack of false pride, seeing the importance in others, and being willing to learn and grow.

Authority - Authority means being a leader that is willing to serve in order to support the team. Authority is leading with both confidence and humility.

Stability - Stability is having a firm purpose and consistently working towards that purpose with perseverance. Reliable and dependable; having strength or security.

Community - Community is a group of people linked by a common goal or purpose. People connected and empowered with knowledge and the skills needed to effect change for a shared interest.

Prosperity - Prosperity is a state of health of the mind, body, and spirit. To thrive; encompass happiness.

Victory - Victory is to achieve success by overcoming opposition and difficulties. To overcome; triumph.

Daily "CHAMPION" Recital

Each student is required to recite the school's daily "Champion" recital as part of the students' normal morning routine.

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Eagle Advantage Schools does not discriminate against students, employees or applicants for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in providing equal access to the schools education programs or activities, including CTE programs, as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title I and Title V of the Americans with Disabilities Act of 1990, as amended ("ADA"); the Age Discrimination in Employment Act of 1967, as amended ("ADEA"); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act of 2008 ("GINA"); and any other legally-protected classification or status protected by federal, state or local law.

For inquiries regarding non-discrimination policies, contact the Human Resources, Student Services or Special Programs Department (214-276-5800) 618 W. Wheatland Road, Duncanville, TX 75116. Eagle Advantage Schools, Inc. (dba Advantage Academy) 501©3 non-profit organization www.advantageacademy.org 618 W. Wheatland Road, Duncanville, TX 75116 ph. 214-276-5800.

I. DISTRICT INFORMATION

REPORTING SUSPECTED CHILD ABUSE

Advantage Academy teachers are required by state law to promptly report any suspected child abuse to Child Protective Services. Teachers and other professional staff are required to make a report to a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. By state law, any person reporting/assisting in the investigation of reported child abuse is immune from liability unless the report is made in bad faith or with malicious intent.

MALTREATMENT OF CHILDREN

As a substitute teacher, it is important for you to be aware of warning signs that could indicate a child may have been or is being neglected, or maltreated. Maltreatment can be defined as any conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent maltreatment of a child. Anyone who suspects that a child has been or may be neglected or maltreated has a legal responsibility under state law to report their suspicions to law enforcement or to Child Protective Services (CPS). Teachers are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

DISCRIMINATION / HARASSMENT

In accordance with applicable laws, AA absolutely prohibits any form of discrimination or harassment which is based on race, color, religion, creed, sex, age, national origin, marital status, sexual orientation, disability or veteran status. Any substitute teacher who believes he\she has experienced discrimination or harassment should immediately notify his\her supervisor and/or the Human Resources Department. Advantage Academy strives to foster a work environment free of unlawful discrimination, harassment and retaliation in connection with these types of acts or incidents. All complaints of discrimination, harassment and retaliation will be investigated. All information will be kept confidential to the extent possible without compromising an investigation.

THE FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT

(FERPA) 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. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties and under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school district.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99)

CONFIDENTIAL INFORMATION

Advantage Academy (AA) substitute teachers will maintain the confidentiality of “protected information” as defined by AA policies and other information that may be classified as confidential by other laws. Confidential information may be information in any form: e.g., written, electronic, oral, overheard or observed. Access to any information is granted on a “**need to know**” basis. A “**need to know**” is defined as information that is required in order for an employee to do their job.

During a substitute’s workday, they may be exposed to information that is considered confidential. This information should not be discussed with anyone, including co-workers, students, parents, other school employees’, family, or friends. Substitute teachers must be alert to others overhearing their professional discussions regarding a student’s records, conduct or performance. Information made confidential by law or by Advantage Academy policy shall include, but is not limited to:

- Payroll files
- Salaries
- Health files
- Health information
- Employee files
- Student files
- Personal data
- Business files

- Grade books
- Lesson plans

Advantage Academy strictly forbids confidential material from being removed from any of its offices, campuses or classrooms, except according to and using School Board approved guidelines.

ETHICS AND BUSINESS CONDUCT

Advantage Academy substitute teachers are required by virtue of the company's Code of Ethics and business conduct to act in the best interest of AA and perform their duties without being partial to any particular outside organization or their own personal interests; devote to AA their undivided loyalty and uncompromised integrity; conform to the highest standards of business practices, professional ethics and legal principles; and give the appearance, as well as the fact of such devotion, integrity and impartiality. AA expects all substitutes to strictly comply with the Code and to exercise good judgment and reasonable prudence in carrying out AA business. Other Ethic Codes include*: The Code of Ethics and Standard Practices for Texas Educators.*

It is expected that substitute teachers will maintain high ethical standards at all times. If regular policies, procedures or staffing conditions give cause for valid concerns, they should be discussed objectively with the campus principal, Business or HR Departments. Criticism of school policies or of other staff members outside of these professional contacts is considered inappropriate.

TEACHERS ARE ROLE MODELS

A role model is a person who inspires and encourages us to strive for greatness, live to our fullest potential and see the best in ourselves. A role model is someone we admire and someone we aspire to be like. We learn through them, through their commitment to excellence and through their ability to make us realize our own personal growth. We look to them for advice and guidance. A role model can be anybody: a parent, a sibling, a friend but some of the most influential and life-changing role models have been teachers.

MAINTAINING BOUNDARIES

Maintaining personal, professional and protective boundaries are a crucial consideration for teachers as well as an essential part of their work within the profession. Boundaries shape how a teacher presents themselves, their interaction with others and their general conduct. A teacher's personal presentation and professional conduct are highly significant when working directly with students in the classroom, parents, colleagues and school administrators. Maintaining boundaries also reduces the risk of allegations and keeps students safe from harm.

The teacher-student relationship is not equal. Teachers and all education professionals are in a unique position of trust, care, responsibility, authority and influence with their students. This means that there is always an inherent power imbalance within the teacher-student dynamic. Teachers can and should develop good strong trusting relationships with the students they teach, but teachers are not "friends" with them. On this basis a teacher should always be thoughtful about the language they might be using, sensitive thought should be explored in relation to inappropriate language or terms. Below are some examples to avoid:

- The use of inappropriate names or terms of endearment.
- Inappropriate conversation or enquiries of a sexual nature.
- Inappropriate comments about a child's appearance, including excessive flattering or personal criticism.
- Disrespectful or discriminatory treatment of, or manner towards, young people.
- Humiliation, profanity or vilification.

- Suggestive humor, “banter”, jokes or innuendos of a sexual nature.
- Obscene or inappropriate gestures and language.
- Names such as buddy, mate, pal, friend and so on may send confusing messages.

PROFESSIONAL DEVELOPMENT *

A critical component of school improvement is collaboration between employees, their supervisors and administrators with on-going support by the district. The Texas Education Agency has approved a select number of school days that Advantage Academy may designate as development days, in order to assist AA with the continued education and professional training of its employees. Growth opportunities are available throughout the school year and during the summer and shall include PD sessions, Professional Learning Community or PLC’s on most Wednesdays and weekly Staff and District Meetings.

Advantage Academy will provide professional development and other learning opportunities to all its employees. Employee attendance at all scheduled Staff Development opportunities is mandatory. If an employee must be absent, that request must be pre-approved by the HR Department at least 24 hours in advance.

***“Long-term”* substitute teachers are required to attend all scheduled Professional Development training opportunities including, PLC’s and campus/district staff meetings.**

II. JOB INFORMATION

JOB TITLE: Substitute Teacher; Substitute; Sub

DEFINITION

Under the supervision of District and Campus Administration: A Substitute teacher, **a)** instructs students during the absence of the regular classroom teacher; **b)** uses acquired knowledge to continue the school’s educational program; **c)** is skilled in communicating with students, parents, administrators, staff and other school personnel in a professional manner; **d)** possesses the ability to effectively manage a classroom and student behavior in a positive manner.

SUBSTITUTE TEACHER OVERVIEW

Advantage Academy considers substitute teachers to be an integral part of the educational program. As such, substitute teachers are expected to maintain a professional attitude toward their work and to always keep in mind the school district’s goals. Effective substitute teachers can make a positive impact on students. Substitute assignments are normally due to teacher absences or position vacancies. Substitute teachers should expect assignments to change based on district and campus needs.

A Substitute teacher may be asked to accept assignments outside of his/her background, educational training or indicated preferences. They may also be asked to cover classes during a planning period. It is not expected that they be able to teach new or unfamiliar material, but rather that they will make every attempt to follow the lesson plan and manage student behavior in the most positive way possible. Substitute employment is considered continuous; however, they only work on an as needed assignment basis; therefore, the school’s practice is to keep substitute teachers classified as ACTIVE year-round. Substitute teachers do not receive benefits unless they meet the minimum required hours within a given week. Please contact the school’s Business Department for benefit questions and information.

Substitutes are provided assignment, benefit and payroll information by District employees and various contributing departments. Tools to assist the Substitute teacher are provided in the Substitute Folder which contains extensive information and resources including, the lesson plan, information on school safety and student discipline procedures.

Substitute teachers may not bring their own materials or resources to conduct classroom instruction

ESSENTIAL JOB REQUIREMENTS

- Be available for assignment
- Report for assignment as scheduled on time
- Be professional in conduct and follow district policies and procedures
- Keep students under direct supervision at all times
- Maintain student discipline
- Demonstrate a professional image in appearance and attire
- Refrain from the use of cell phones for making or receiving calls or texting while students are present (except in the case of an emergency)
- Report directly to the Campus Principal or his/her designee
- Never leave the campus early unless approved by administration

Substitute teachers are expected to maintain a professional attitude toward their work and the students while supporting the mission and goals of the school district.

SUBSTITUTE TEACHER RESPONSIBILITIES

Substitute teachers must sign in at the campus office when they arrive for their assignment. The school secretary can assist in answering questions regarding sign-in procedures and electronic access badge issuance for long-term substitutes. Substitute teachers are responsible to do the following:

- Follow the lesson plan(s) left by the teacher and ensure students complete all assigned tasks
- Maintain a safe environment
- Use appropriate and professional language at all times
- Use materials provided by the teacher of record or other school personnel
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics
- Be aware of and become familiar with campus emergency procedures
- Notify campus and/or district administration of any unusual incidents which may occur during the school day
- Leave information concerning the day's activities for the teacher
- Report suspected child abuse/neglect
- Perform other duties as assigned

Substitute teachers should not share personal information with students such as their email addresses, social networking sites including, Facebook, Twitter, Instagram or Snapchat pages etc.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those a teacher encounters while performing the essential functions of a classroom instructors job. These characteristics must be met by substitute teachers to successfully perform the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the substitute teacher is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. The substitute is regularly required to stand; walk; use hands, handle or reach; talk or hear. Substitute teachers are frequently required to stoop, kneel or crouch. Substitutes must occasionally lift and/or move up to 25 pounds. Specific vision abilities are also required for this job and may include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

SUBSTITUTE TEACHER WORK DAY

A full-day is defined as working from 7:30 a.m. to 4:00 p.m. A half-day is defined as 4 hours during the instructional day. It is expected that Substitute teachers will complete notes for the regular teacher, straighten the classroom, and attend to any problems or concerns which may have arisen throughout the day before leaving. Substitute teachers who have only 1-2 periods to teach in a half-day assignment are expected to be available for the entire 4 hours to assist campus administrators as needed for tasks that are beneficial to the campus, such as other class covers, supervising cafeterias or playground areas, etc. *(4 hour half-day times do not include the required 30 minute early arrival time).*

Substitute teachers whose 4 hour half-day assignment inadvertently extends to 5 or more hours will be paid for an 8 hour full-day.

A Substitute teachers services may also be needed in another classroom for a period of time.
Substitute teachers may be required to assume all of the duties of the teacher they are replacing or they may be asked to move to another teacher's room during the instructional day. The work day may include additional duties that are normally performed by the regular teacher or duties assigned by an administrator during the school day. Some flexibility is required in order to allow for variations in lunch periods, different building schedules, planning periods, etc. It is important that Substitute Teachers be accurate in all reporting procedures. Substitute teachers may bring their own lunch or are welcome to eat lunch from the school lunchrooms at the regular adult price.

REPORTING TIMES AND DUTIES

Reporting time for all substitute teachers is 7:30 a.m. If you receive an assignment call after 7:30 a.m., you are required to report to that assignment within 2 hours of accepting the assignment.

Substitute teachers are expected to report to their assignment 30 minutes prior to the assignment start time and to remain at least 30 minutes after students are dismissed. Arriving approximately 1/2 hour before students at the beginning of the instructional day will allow substitutes to familiarize themselves with lesson plans and other duties, assignments and events for the day. Substitute teachers are required to assume all of the duties of the teacher they are replacing. This may include additional duties performed by the teacher or assigned by a campus administrator during the school day.

CONDUCT

Substitute teachers by virtue of their acceptance of a teaching assignment or other instructor opportunity at AA have agreed to accept certain responsibilities and adhere to accepted personal, business and professional conduct principles and practices. Substitute teachers are required to exhibit a high degree of professionalism and integrity at all times. Substitutes are to conduct themselves in a manner that is normally considered acceptable in matters of conduct and behavior with a sincere respect for the rights and feelings of others.

Professional conduct standards require that all AA substitutes refrain from behavior that might be offensive or harmful to students, parents, visitors, co-workers and other school community members. This policy extends to consultants, contractors and vendors providing services for AA. All substitute teachers are expected to perform their duties in a manner that best serves the interests of the district and its students.

DRESS AND GROOMING

Substitute teachers have a choice of dress (Business Dress, Business Professional or Business Relaxed). Please check the AA Employee Handbook for dress and grooming details, Company Dress Levels are as follows:

Business Dress: Business Dress wear will be required as communicated and shall be announced for select special occasions. Slacks/dresses/skirts, dress shirts/blouses and ties are required. Business suits, jackets, or blazers are mandatory. Shoes should be considered dress.

Business Professional: Business Professional wear is the company's standard dress option. This dress option is displayed Monday through Friday, unless otherwise indicated. Business Professional wear is defined as dress that is appropriate for a professional office environment and AA purposes. This includes: slacks, dress pants/skirts, wool or flannel pants/skirts, long sleeved, collared dress shirts that must be tucked in (men). Jackets and ties are optional. Synthetic materials are acceptable but must be appropriate for professional dress. Shoes should be considered dress. This dress option may be a standard requirement per the employee's position, department or location.

Business Relaxed: This dress option may be displayed every Monday through Friday unless otherwise indicated. Business Relaxed wear is defined as dress that is appropriate for a professional office environment and AA purposes. This includes: cotton (khaki type) pants/skirts, long or short sleeved cotton shirts or collared polo (must remain tucked in (men). Synthetic materials are acceptable but must be appropriate for business wear. Shoes can be casual but appropriate for business wear. Tennis shoes may be displayed with this dress option provided they are neutral in color. This dress option may be a standard requirement per the employee's position, department or location.

Spirit Friday: AA has designated Friday as "Spirit" Day. Friday dress includes; district provided employee spirit shirt to be worn with neat professional appearing jeans (no cuts, frays, excessive fading, or writing); and casual shoes. Tennis shoes are acceptable for Spirit Friday (no restrictions). Spirit Friday participation is not mandatory; however, employees who choose not to participate are required to wear the standard dress which doesn't include jeans. Spirit Friday dress may be altered by district administration to suit special occasions or when casual dress is not appropriate for the day's activities.

Friday Restriction: When business, work or duties require an employee to be outside of the district on a Friday, he or she must dress accordingly. Employees who have business outside the school district for any reason may NOT wear jeans. Business Professional or Relaxed wear is required unless otherwise indicated. Employees should contact their supervisor to ensure compliance.

Appearance and Grooming: All substitute teachers must be mindful of their appearance, practice good grooming and consider safety:

- Dress /clothing must be clean, neat and appropriately fitted (no holes, frays or tears).
- Footwear must be clean, polished, securely fitted, contain strings where applicable, and in good condition. Footwear must be constructed of leather, simulated leather or microfiber material; sandal type shoes (women) must have a heel and not resemble or be considered flip-flops. Spiked high heels are not appropriate for daily operational duty requirements (Heels can be no longer than two inches.)
- Belts are required when applicable (clothing has loops for belt).
- Employees (men) must be clean shaven; beards and mustaches must be neatly trimmed and of a professional length.
- Hair must be clean and well groomed. Hair must be of a natural color. Hair should be styled in a manner that would be acceptable in a professional work environment.
- Body piercings other than appropriate ear piercings may not be exhibited.
- Expensive, flashy or an overabundance of jewelry is not recommended.
- Visible tattoos *should* be covered. Inappropriate/Explicit/Offensive tattoos *must* be covered.
- Company issued Identification badges are mandatory and must be worn at all times.

CLASSROOM MANAGEMENT

Rules are just like other instructional activities. They have to be taught, reviewed and reinforced. Being consistent, learning from your mistakes and developing a rapport with students is a longstanding goal of all teachers. There are a number of ways in which a substitute teacher can promote good behavior or conduct in the classroom.

- Treat students with the same respect you expect from them.
- Get to know your students. Let them know you care. Learn their names and recognize their individual qualities.
- Be the kind of substitute teacher young people respect and trust. Be fair, firm and consistent. Be courteous, enthusiastic and confident while keeping your sense of humor.
- Know your school discipline policies. Follow and enforce all rules and expectations.
- Work with your campus Discipline Administrator to resolve all student discipline issues.
- Determine what is and isn't acceptable in terms of behavior and achievement in your classroom.
- Provide a list of classroom expectations to students. Make sure they are consistent with district and campus policies. Keep your rules limited.
- Begin class on time and in a businesslike manner. Have routines to follow each day as students enter and leave your room.
- Be mobile. Walk around the room as students work or respond to instruction.
- Avoid arguing with students. Discussions about classwork are invaluable, but arguments can become emotional encounters and are unprofessional.
- Don't threaten or use sarcasm. Never use threats to enforce discipline. Never humiliate a student.

SCHOOL EMERGENCIES

Go-kits are available in each classroom and should be easily accessible. Kit contents include, an ERP folder that outlines the ***Teacher Responsibilities regarding the School Emergency Response Plan***; class role information; medical supplies; flashlights; pens, pencils, and paper; and other essential materials that might be needed in an emergency situation are also included.

The Campus Safety/Discipline Administrator and/or substitute liaison, will ensure that each classroom substitute is made aware of basic campus emergency response procedures. Substitutes should receive information necessary for situational awareness and how to respond appropriately in an emergency situation. Basic emergency response information is essential in aiding the substitute in instructing their students during an emergency.

ERP folder will provided substitutes with physical copies of relevant emergency response information that shall include:

- Emergency Procedures.
- Emergency Contact Flow Chart.
- Medical Guidelines.

The following points of interest will also be addressed with each classroom substitute:

- Emergency Exits (Primary and Secondary.)
- Evacuation and Shelter Locations.
- Closest Landline Phone (if no cell phone is available)

Substitute teachers shall also be made aware of campus specific locations, such as the Nurses Office and Student Reunification location. Substitute teachers classroom emergency backpack will provide substitute teachers basic emergency and medical items that may be utilized during an emergency situation. The ERP folder contains most emergency information that will be relevant during key procedures of the school's emergency response plan. Substitute teachers should contact the Campus Safety/Discipline Administrator or substitute liaison if they are not provided this information or if they require additional assistance, resources or services.

III. SERVICE INFORMATION

CONTACT INFORMATION

Substitute teachers are responsible for notifying the Substitute Assignment System or HR Department of any change of name/address/telephone number(s). Name changes can only be made when a copy of a legal document and an updated Social Security Card with the new name are provided.

ASSIGNMENTS

Substitute teachers are required to accept the assignment provided/offered to them. Substitute teachers must adhere to AA employment agreements. When a substitute teacher accepts an assignment they have made a commitment to the district. Unless there is an emergency, substitute teachers are expected to report on time for assignments. If you must report yourself "unavailable" please call the Substitute Assignment System (SAS) as soon as possible. When an emergency arises that prevents the substitute teacher from fulfilling their commitment, the substitute must contact the SAS as soon as possible.

DECLINES AND CANCELLATIONS

The following actions shall have a negative effect on a substitute teacher's "placement" within the Substitute Assignment System:

a) Declining assignments on days indicated as available; and
b) Cancelling assignments after acceptance.

INADEQUATE SERVICE REPORTS

All employees of Advantage Academy are expected to conduct themselves in accordance with applicable laws, policies and standards of behavior that support the mission and goals of the district. Campus Administrators may file an "Inadequate Service Report" on a substitute teacher based on unsatisfactory performance; inappropriate conduct; or failure to adhere to all AA policies and procedures (list is non-inclusive). Substitute teachers who receive an inadequate service report will have their SAS placement revised.

The HR Department has implemented the following concerning Inadequate Service Reports:

- Whenever possible Campus Administrators will discuss issues with substitute teachers before an inadequate service report is filled.
- If the complaint or concern is not an immediate cause for release, the Substitute teacher may be required to meet with the HR Director.
- Reports received which are considered to be detrimental to the health, safety or well-being of students will result in immediate release.
- Upon a release the substitute teacher will be notified in writing.

CONTINUATION / RELEASE

Each spring all active substitute teachers will be asked to submit a "Letter of Reasonable Assurance." In order to remain "continuous" the substitute teacher must complete the enclosed form and return it to the Human Resources Department. Substitute teachers who do not return the form by the indicted date will be deactivated. Substitutes who have not worked during the current school year will not receive continuous employment information. Substitute employment files will be held for one year from the date of release. Substitutes wishing to reactivate after more than a year must re-apply.

IV. GENERAL INFORMATION

PAYROLL, COMPENSATION AND BENEFITS

Substitute teachers are paid on the same monthly schedule as regular school employees. Paychecks are deposited into either a checking or savings account using direct deposit. Substitute teachers are expected to complete a "Substitute Time Sheet" to be turned in to the campus secretary each day. The time sheet should reflect accurate hours and days worked. It is always a good idea to keep personal records/copies of days/hours worked to reconcile payroll statements.

Failure to turn in an accurate signed time sheet will result in delay of payment until the next payroll period.

Substitute pay starts at - $80.00 per day for non-degreed non-certified substitutes; $100.00 per day for bachelor degreed (minimum) whether certified or not; and $125.00 per day for extended assignments. *Please contact HR for terms and conditions of extended assignments.*

Substitutes qualify for health benefits if they work at least 10 hours in any given week you immediately become eligible for benefit coverage. Please contact the school's Business Department for details concerning substitute health benefits.

WORK RELATED INJURIES

Injuries occurring during the course and scope of the substitute teachers assignment or additional duties must be reported to the campus nurse and principal at the time of the injury. The substitute teacher is required to

complete an Accident/Incident Report form regarding the injury. The Accident/Incident Report form can be obtained from the campus nurse.

INCLEMENT WEATHER

During inclement weather, substitute teachers should watch local media stations or check the school's website at www.advantageacademy.org for posted closings, delayed openings, or early dismissals. When openings are delayed, substitute teachers should adjust their reporting time and make every effort to arrive 30 minutes prior to the opening of the campus. If a substitute is unable to report they must follow the cancellation procedures as indicated above.

Substitute teachers scheduled to work a half day assignment on the day of a delayed opening must call the Substitute Assignment System to confirm that a substitute teacher is still needed.

Substitute teachers scheduled to work for a full day will receive a full day's pay if there is a delayed opening or early dismissal. When the school district is closed all substitute teacher assignments will be cancelled. Substitute teachers are not paid for assignments when the school district is closed due to inclement weather.

TIPS FOR SUCCESSFUL SUBSTITUTE TEACHING

- Report for assignment at least 30 min. prior to starting time.
- Sign – in at the front office.
- Follow the lesson plans and have students complete all tasks the teacher has assigned
- Ask about campus emergency procedures and become familiar with them.
- Find out how student attendance is recorded and keep accurate attendance records
- Students should raise their hand if they have a question. Students are to remain in their seats unless otherwise directed.
- Monitor student activity and go to the student to provide assistance.
- Move through the classroom. Use close proximity to remind students of expected behavior.
- Remain calm and respond to students in a firm, positive and professional manner.
- Leave a note for the teacher at the end of the day to inform them of the day's activities and leave the classroom in good order.
- Maintain good communication with campus and district personnel
- Complete an accurate signed Substitute Time Sheet.

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ADVANTAGE ACADEMY SUBSTITUTE TEACHER REFERENCE MANUAL

ACKNOWLEDGMENT PAGE

_____ _____

Last Name *(printed)* First Name *(printed)*

I understand that the procedures contained in the Advantage Academy Substitutes Reference Manual, have been approved by the school's Board of Directors and are part of the districts policies, rules and regulations that apply to all substitute teachers. I consent to all requirements stated and implied in each publication/document that I have been made aware of.

I understand that the policies and procedures contained in this manual constitute school leadership and management guidelines only, and are in no way to be interpreted as a contract between Advantage Academy and myself. I further understand that Advantage Academy reserves the right to change, modify or delete any of its work rules and policies at any time and without notice.

I have read and understand the Advantage Academy Substitutes Reference Manual and have received a copy for future reference. I agree that if I have questions or concerns about my role and responsibilities as a substitute teacher for Advantage Academy, I will bring them to the attention of the Campus Principal and the Advantage Academy HR Department.

My signature below is acknowledgement that I agree to all stated in this acknowledgement and that I will comply with all policy references from this manual and the AA Employee Handbook as they relate to my assignment as a substitute teacher for the school. I have also been made aware of the possible consequences I face by failing to adhere to the outlined rules.

_____ _____

Signature Date