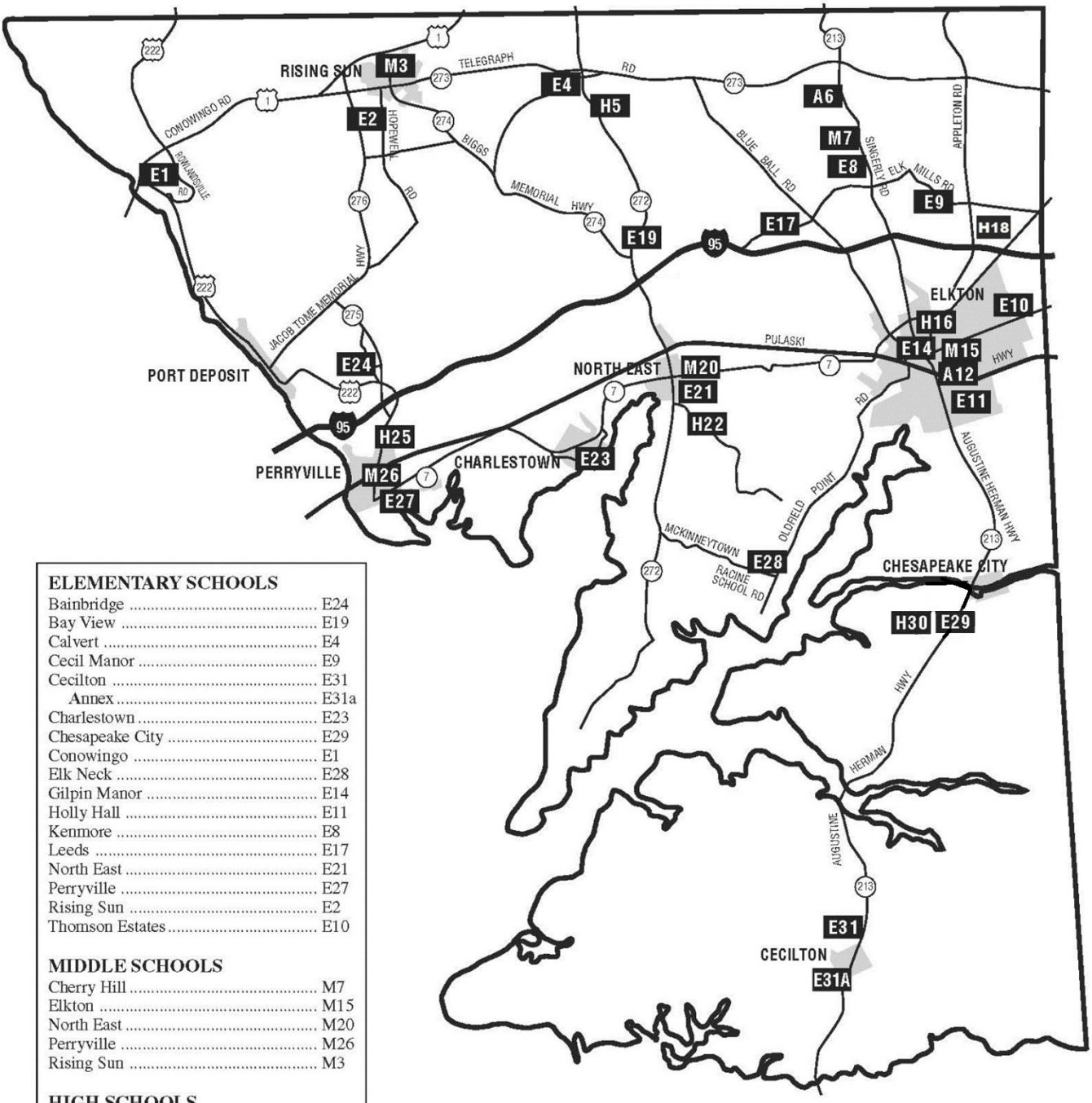
Cecil County Public Schools Substitute Handbook

2025 - 2026

Cecil County Public Schools

Serving Learners, Families, and the Community

CECIL COUNTY PUBLIC SCHOOLS



ELEMENTARY SCHOOLS

Bainbridge	E24
Bay View	E19
Calvert	E4
Cecil Manor	E9
Cecilton	E31
Annex	E31a
Charlestown	E23
Chesapeake City	E29
Conowingo	E1
Elk Neck	E28
Gilpin Manor	E14
Holly Hall	E11
Kenmore	E8
Leeds	E17
North East	E21
Perryville	E27
Rising Sun	E2
Thomson Estates	E10

MIDDLE SCHOOLS

Cherry Hill	M7
Elkton	M15
North East	M20
Perryville	M26
Rising Sun	M3

HIGH SCHOOLS

Bohemia Manor	H30
Elkton	H16
North East	H22
Perryville	H25
Rising Sun	H5
Cecil School of Technology	H18

OTHER

Booth Street Center	A12
Old Kenmore/Alternative	A6

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BOARD OF EDUCATION

2025-2026

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CECIL COUNTY PUBLIC SCHOOLS 2025-2026 CALENDAR

Mission Statement

CCPS serves equitably through positive relationships as a safe, collaborative community. We will ensure all learners acquire the knowledge, skills, and qualities to be responsible, caring, and ethical citizens.

Cecil County Public Schools
201 Booth Street, Elkton, MD 21921
Phone: 410-996-5400
Fax: 410-996-5454
www.ccps.org

JULY

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 .. Independence Day Holiday – schools and offices closed

AUGUST

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 ..... Education Leadership Meeting
20-22 ..... Professional Activities for NEW Teachers
25-28 ..... Professional Activities for ALL Teachers
29 ..... Schools closed for 10 mo. staff

SEPTEMBER

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 ..... Labor Day Holiday – schools and offices closed
2 ..... First day of school for all students
23 ..... Rosh Hashanah

OCTOBER

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 ..... Yom Kippur
17 Professional Day for staff, schools closed for students

NOVEMBER

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4 ..... End of 1st marking period
5 ..... 2nd marking period begins
7 ..... Early dismissal for all students (secondary first, then elementary)
10 .. Professional Day for staff, schools closed for students
26 ..... Schools closed for students, and 10 mo. staff
27-28 .. Thanksgiving Holiday – schools and offices closed

DECEMBER

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22-23 ..... Early dismissal for all students (secondary first, then elementary
24-31 ..... Winter Holiday – schools and offices closed

JANUARY

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 ..... Winter Holiday – schools and offices closed
19 ..... Martin Luther King, Jr. Holiday – schools and offices closed
23 ..... End of 2nd marking period
26 ..... 3rd marking period begins
26 ..... Early dismissal for all students (secondary first, then elementary)

FEBRUARY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

9 .. Professional Day for staff, schools closed for students
16 .. Presidents' Day Holiday – schools and offices closed

MARCH

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5 ..... Early dismissal for all students (secondary first, then elementary
6 ... Professional Day for staff, schools closed for students

APRIL

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 ..... End of Marking Period 3
2 ..... 4th marking period begins
2 ..... Early dismissal for all students (secondary first, then elementary)
3 ..... Spring Holiday – schools and offices closed
6 ..... Spring Holiday – schools and offices closed
7 ..... Inclement Weather Make-Up Day #3
8 ..... Inclement Weather Make-Up Day #2

MAY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 ..... Early dismissal for all students (secondary first, then elementary)
22 ..... Inclement Weather Make-Up Day #1
25 ..... Memorial Day Holiday – schools and offices closed
26-30 ..... Graduation Window

JUNE

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9-11 ..... Early dismissal for all students
11 ..... Anticipated last day. End of 4th marking period
12 ..... Inclement Weather Make-Up Day #4. If not used, Professional Day for staff - ,schools closed for students
19 ..... Juneteenth Holiday – schools and offices closed

Bainbridge Elementary	410-996-6030
Bay View Elementary	410-996-6230
Calvert Elementary	410-658-5335
Cecil Manor Elementary	410-996-5090
Cecilton Elementary	410-275-1000
Charlestown Elementary	410-996-6240
Chesapeake City Elem.	410-885-2085
Conowingo Elementary	410-996-6040
Elk Neck Elementary	410-996-5030
Gilpin Manor Elementary	410-996-5040
Holly Hall Elementary	410-996-5050
Kenmore Elementary	410-996-5060
Leeds Elementary	410-996-5070
North East Elementary	410-996-6220
Perryville Elementary	410-642-6540
Rising Sun Elementary	410-658-5825
Thomson Estates Elem.	410-996-5080
Bohemia Manor Middle	410-885-2095
Cherry Hill Middle	410-996-5020
Elkton Middle	410-996-5010
North East Middle	410-996-6210
Perryville Middle	410-996-6010
Rising Sun Middle	410-658-5535
Bohemia Manor High	410-885-2075
Elkton High	410-996-5000
North East High	410-996-6200
Perryville High	410-996-6000
Rising Sun High	410-658-9115
School of Technology	410-392-8879
High Roads	410-398-6900

Marking Periods:

1st – September 2 - November 4
2nd – November 5 - January 23
3rd – January 26 – April 1
4th – April 2 - June 11

Please note marking periods are subject to change due to inclement weather.

Guidelines for Interpreting this Calendar

- Denotes school holiday for students and staff.
- Denotes school closed for students and 10-mo staff.
- Denotes Professional Day – Schools closed for students.
- Denotes early dismissal for all students.
- Denotes Inclement Weather Make-Up Days. If not used, schools closed for students and 10-month staff.
- Denotes Inclement Weather Make-Up Day. If not used, Professional Day for staff, school closed for students.

Graduation Date:

Graduation window is scheduled for May 28 – May 30

Early Dismissals

- Elementary students are dismissed early each Wednesday to provide planning and staff development time for teachers.
- All students will be dismissed early (secondary first, then elementary) on November 7, December 22-23, January 26, March 5, April 2 and May 1.
- All students will be dismissed early the last 3 days* of school.

* *Official notification of these days at the end of the year and whether they will be scheduled as early dismissal will be determined as soon as possible after the inclement weather season.*

Inclement Weather Make-up Days:

Inclement weather make-up days will be used in the following order:
1: May 22, 2026
2: April 8, 2026
3: April 7, 2026
4: June 12**, 2026

***If not used as inclement weather make-up day, schools will be closed for students; professional day for staff.*

If the total number of days missed exceeds the designated number of inclement weather make-up days, then virtual education will be utilized at the end of the school year to satisfy state requirements.

Twelve-Month Employee Holidays:

July 4; September 1; November 27 - 28; December 24 – 31; January 1-2; January 19; February 16; April 3 & 6, May 25, and June 19

Approved – 1/22/25

Employee Self-Service
ONLINE ACCESS TO EMPLOYEE PAYROLL INFORMATION

WEB PAGE: ccps.munisselfservice.com

Cecil County Public Schools Home Page

ccps.org → Staff → Employee Self Service

Accessible from any computer or electronic device offering browser capabilities. Offers access to employee demographics, deductions, direct deposit information, W2, Check Information, and year-to-date pay information.

Log In: Employee ID Number

Password: (First Time Users) Last 4 digits of your Social Security Number; you will be immediately prompted to change your password

Should you need assistance with the information available to you, please email munishelp@ccps.org or call the Payroll department at 410-996-5417.

2025 - 2026 Pay Dates

PLEASE POST

TO: All Employees
FROM: Denise Sopa, Chief Financial Officer
DATE: May 1, 2025
SUBJECT: Pay dates for Fiscal Year 2025-2026

Thursday, July 03, 2025	Friday, October 24, 2025	Friday, February 27, 2026
Friday, July 18, 2025	Friday, November 07, 2025	Friday, March 13, 2026
Friday, August 01, 2025	Friday, November 21, 2025	Friday, March 27, 2026
Friday, August 15, 2025	Friday, December 05, 2025	Friday, April 10, 2026
Friday, August 29, 2025	Friday, December 19, 2025	Friday, April 24, 2026
Friday, September 12, 2025	Friday, January 02, 2026	Friday, May 08, 2026
Friday, September 26, 2025	Friday, January 16, 2026	Friday, May 22, 2026
Friday, October 10, 2025	Friday, January 30, 2026	Friday, June 05, 2026
	Friday, February 13, 2026	Thursday, June 18, 2026

Substitute Pay Rates

Teacher Sub—Degree (Bachelors degree or higher): $23 per hour

Teacher Sub—Non-Degree: $16 per hour

Paraprofessional Sub: $16 per hour

SUBSTITUTE EMPLOYEE WORKSHEET

SCHOOL YEAR 25-26

This worksheet has been designed for your use. The pay dates are noted in bold print. The dates included on each pay day are noted on each row.
Please use the space for each date you work to make notations such as the job number or work location.

****NOTE: Dates at the end and the beginning of a fiscal year are subject to change.****

PAY DATE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOT
07/03/25	6/9	6/10	6/11	6/12	6/13	6/16	6/17	6/18	6/19	6/20	
07/18/25	6/23	6/24	6/25	6/26	6/27	6/30	7/1	7/2	7/3	7/4	
08/01/25	7/7	7/8	7/9	7/10	7/11	7/14	7/15	7/16	7/17	7/18	
08/15/25	7/21	7/22	7/23	7/24	7/25	7/28	7/29	7/30	7/31	8/1	
08/29/25	8/4	8/5	8/6	8/7	8/8	8/11	8/12	8/13	8/14	8/15	
09/12/25	8/18	8/19	8/20	8/21	8/22	8/25	8/26	8/27	8/28	8/29	
09/26/25	9/1	9/2	9/3	9/4	9/5	9/8	9/9	9/10	9/11	9/12	
10/10/25	9/15	9/16	9/17	9/18	9/19	9/22	9/23	9/24	9/25	9/26	
10/24/25	9/29	9/30	10/1	10/2	10/3	10/6	10/7	10/8	10/9	10/10	
11/07/25	10/13	10/14	10/15	10/16	10/17	10/20	10/21	10/22	10/23	10/24	
11/21/25	10/27	10/28	10/29	10/30	10/31	11/3	11/4	11/5	11/6	11/7	
12/05/25	11/10	11/11	11/12	11/13	11/14	11/17	11/18	11/19	11/20	11/21	
12/19/25	11/24	11/25	11/26	11/27	11/28	12/1	12/2	12/3	12/4	12/5	
01/02/26	12/8	12/9	12/10	12/11	12/12	12/15	12/16	12/17	12/18	12/19	
01/16/26	12/22	12/23	12/24	12/25	12/26	12/29	12/30	12/31	1/1	1/2	
01/30/26	1/5	1/6	1/7	1/8	1/9	1/12	1/13	1/14	1/15	1/16	
02/13/26	1/19	1/20	1/21	1/22	1/23	1/26	1/27	1/28	1/29	1/30	
02/27/26	2/2	2/3	2/4	2/5	2/6	2/9	2/10	2/11	2/12	2/13	
03/13/26	2/16	2/17	2/18	2/19	2/20	2/23	2/24	2/25	2/26	2/27	
03/27/26	3/2	3/3	3/4	3/5	3/6	3/9	3/10	3/11	3/12	3/13	
04/10/26	3/16	3/17	3/18	3/19	3/20	3/23	3/24	3/25	3/26	3/27	
04/24/26	3/30	3/31	4/1	4/2	4/3	4/6	4/7	4/8	4/9	4/10	
05/08/26	4/13	4/14	4/15	4/16	4/17	4/20	4/21	4/22	4/23	4/24	
05/22/26	4/27	4/28	4/29	4/30	5/1	5/4	5/5	5/6	5/7	5/8	
06/05/26	5/11	5/12	5/13	5/14	5/15	5/18	5/19	5/20	5/21	5/22	
06/18/26	5/25	5/26	5/27	5/28	5/29	6/1	6/2	6/3	6/4	6/5	
07/03/26	6/8	6/9	6/10	6/11	6/12	6/15	6/16	6/17	6/18	6/19	

EXPECTATIONS FOR SUBSTITUTE TEACHERS

- The substitute teacher continues the organized program of instruction during the absence of the regular teacher.
- The substitute should report 20 minutes prior to the opening of the regular school day in the interest of proper orientation to the day's work.
- Report to the school office upon arrival to sign payroll sheets and to pick up assignment materials for the day.
- The substitute should endeavor to preserve the regular routine of the class, follow the plans made by the teacher, and perform all duties expected of the regular teacher for that day (i.e. collecting fees, distributing supplies, recording pupil absences, etc.)
- All substitutes must wear a visible CCPS issued photo identification at all times while in the building.

HOURS OF WORK FOR SUBSTITUTE TEACHERS

Start times vary from school to school, please refer to each assignment in Absence Management for exact times.

***Early dismissal on Wednesday; however, substitutes must work through the end of the normally scheduled school day.**

	Start Time	End Time
Elementary Schools*	8:15 AM	3:45 PM
Secondary Schools (Middle and High School)	Please refer to the assignment in your Absence Management portal.	Please refer to the assignment in your Absence Management portal.
Cecil County School of Technology (CCSOT)	7:50 AM	3:20 PM

REPORTING TO YOUR ASSIGNMENT

The ***ABSENCE MANAGEMENT*** system will tell you what time you are expected to report to the school where you have accepted the assignment. When you arrive in the building, you must report to the office.

You must report to the main office to receive directions to the classroom. The regular teacher's schedule should be obtained from the main office along with information regarding extra duties such as bus duty, lunchtime supervision, etc. Special activities planned for that day will be announced or will be shown on the daily bulletin.

You may be asked to leave your car keys when being given a room key. When you bring the room key back, your car keys will be returned.

It is the prerogative of the principal (or his designee) to reassign you to a classroom where there is greater need once you arrive at the school. Every effort will be made to keep you in your original assignment.

PRIOR TO THE START OF THE SCHOOL DAY

- The school office will provide the official attendance record and any instructions pertaining to it.
- The principal or his designee will provide appropriate building orientation.
- Most schools have folders for substitute teachers containing information pertinent to that individual school. Check with the main office to see if one is available.
- A detailed set of lesson plans should be provided covering the work for each class. In order to take care of an emergency situation when it might be impossible to supply a set of detailed plans, each teacher will keep on hand at least one set of general (emergency) lesson plans which could be used at any time by a substitute. *If a lesson plan is not provided, contact the Principal immediately so one can be provided to you.* Lesson plans may include:
    - Class schedules including section number, room number and time period.
    - Class rosters, including a roster of homeroom members at the secondary level.
    - A seating chart for each class.
    - At the elementary level, a list of students who will leave the room for various reasons (i.e., reading groups, hall patrol lists, band and chorus club lists, specific bus groups, gifted and talented, etc.)
    - Notations of significant information about individual pupils within a class that the substitute should know (i.e., class officers or student leaders, medical problems requiring special arrangements, etc.) and information concerning textbooks and teaching materials used and proper procedures to obtain them.
- Prior to the arrival of students, you will want to:
    - Read through the lesson plans left by the teacher.
    - Locate the Emergency Procedures Guide.
    - Review fire drill procedures and crisis plans.
    - Locate copies of all necessary intra-school forms (i.e., attendance slips, cafeteria slips, pass slips, etc.). Instructions for their use will be provided.
    - Review the expectations, or rules, if any are posted.
    - Locate materials which will be needed throughout the day and if any equipment/ technology is needed for the lesson.
    - Introduce yourself to the neighboring teachers

CLASSROOM PROCEDURES AND HELPFUL HINTS

The substitute teacher is expected to carry out the duties of the regular classroom teacher. Our objective in using a substitute teacher is to ensure continuity of instruction until the regular teacher returns to duty. The following should assist you in successfully accomplishing these expectations:

- Carefully follow the school's procedure for reporting absent students.
- Carefully follow the lesson plans prepared for you. If your assignment is for several days and lesson plans are not available, contact the Principal for instructions.
- Plan to spend the entire time working with and for the students. Keep the students in your room under supervision at all times. No personal work of any kind should be done. Nor should you make or accept personal phone calls. Remember that you are as legally responsible for pupils, equipment, and materials as is the regular teacher.
- Keep students in the classroom at all times. Substitutes should use discretion when issuing hall passes, unless it is for an emergency or urgent situation.
- Contact an administrator immediately if discipline problems arise which you are not able to manage. **Physical force is never to be used to discipline a student. At no point should you touch the student in any manner.**
- Refer all accidents, illnesses, administration of medications, or other emergencies to the Principal.
- Do not keep any student after school without the Principal's permission. Notes or any other communications should not be sent to parents without permission from the Principal.
- The best person to help you with problems, complaints, or suggestions is the school Principal. Check with him/her if such situations should arise.

AT THE END OF YOUR DAY

- Remind students of homework assignments.
- Students should straighten up their desk and work tables prior to leaving.
- Make sure all classroom materials are returned to their proper locations.
- Remain in your classroom until all of your students are dismissed. Check with the school office regarding teacher dismissal time.
- Leave the classroom in good order. All written work should be left for the regular teacher.
- A substitute on a one-day assignment may be released by the principal upon completion of all assigned responsibilities.
- The substitute will complete any reports required by the school.
- Keys should be returned to the office, if applicable.
- Sign out in the main office just as you signed in. This is the only valid payroll record.
- Check with the Principal and/or secretary to see if your services will be needed the following day.

SPECIAL EDUCATION ASSIGNMENTS

Mission Statement
Special Education in Cecil County Public Schools is a collaborative effort involving the school, family, and community in developing an appropriate educational program which supports inclusionary practices and provides the opportunity for every student to maximize his/her potential to become a lifelong learner and productive citizen in an ever-changing global society.

Duties While Substituting

Your primary responsibility is to provide instructional support and other direct services to students with special needs in order to continue student learning.

Your duties may include but are not limited to the following examples:

- Collaborative teaching, small group instruction, individual student instruction
- Reinforcement of behavior through the use of positive supports
- Assisting students with ambulation to and from buses, classroom, lunchroom, school-wide arrival and dismissal
- Collecting data to document student behavior for instructional purposes.

Types of positions

General Education Teacher: A general education classroom with some students with disabilities who spend all or part of their day in the classroom.

Special Education Teacher: A position that requires you to spend time in multiple general education classrooms co-teaching with the general education teacher with mixed groups of students.

Instructional assistant: A position that is assigned to a specific student who has been identified through the IEP team process as requiring significant supports throughout their school day.

Teacher Tips

<u>Maintain Consistency</u>

- Follow the classroom schedule as closely as possible. Utilize tools such as picture schedules or first/then systems.
- Use a timer to set clear time limits. Give students a warning cue prior to the end of the assigned time.

<u>Remain Positive</u>

Use a calm voice and be clear with your directions. Maintain a level of respect with the students.

<u>Differentiate</u>

- Provide instructions in chunks or in a step by step manner. Make sure to repeat instructions as necessary.
- Provide students with wait time. Wait time is usually between three to five seconds.

Accommodations vs. Modifications

Accommodation: provides a student with equitable access to instruction and assessments without changing the content

- Extended time
- Preferential seating
- Oral Responses

Modification: changes the content of the program

- Reduced homework assignments
- Assignments modified to grade level assessment limits
- Reduce the number of responses

Provide all necessary accommodations and/or modifications to ensure student success.

Important Terminology

Behavior Intervention Plan (BIP): A BIP is a plan that provides specific strategies and positive supports designed to increase or reduce certain behaviors.

Assistive Technology (AT): Equipment used to maintain or improve the capabilities of a child with a disability. This may include devices such as: calculators, specific computer programs, modified paper, adaptive writing tools, and dynamic display devices for communication.

Individualized Education Program (IEP): A written educational plan developed and written by a team of professionals and a child's parents. This plan outlines the student's specific learning needs and services.

Supports in the School Building

If you have questions about a student or student groupings, talk to an instructional teammate for that grade level prior to the beginning of the instructional day.

If you are assigned to a specific student as an instructional assistant, make sure to consult with the general education and special education teacher.

Special Education Building Coordinators are assigned to most buildings and are great resources. If they are unsure about the details of a specific area of need, they can direct you to staff members who will have more information.

Assistant Principals and Principals are always willing to support instructional and behavioral needs.

Confidentiality

Remember that all information shared with you regarding a student is confidential in nature. Do not share any information pertaining to a student's disability and/or instructional needs.

Additional Resources

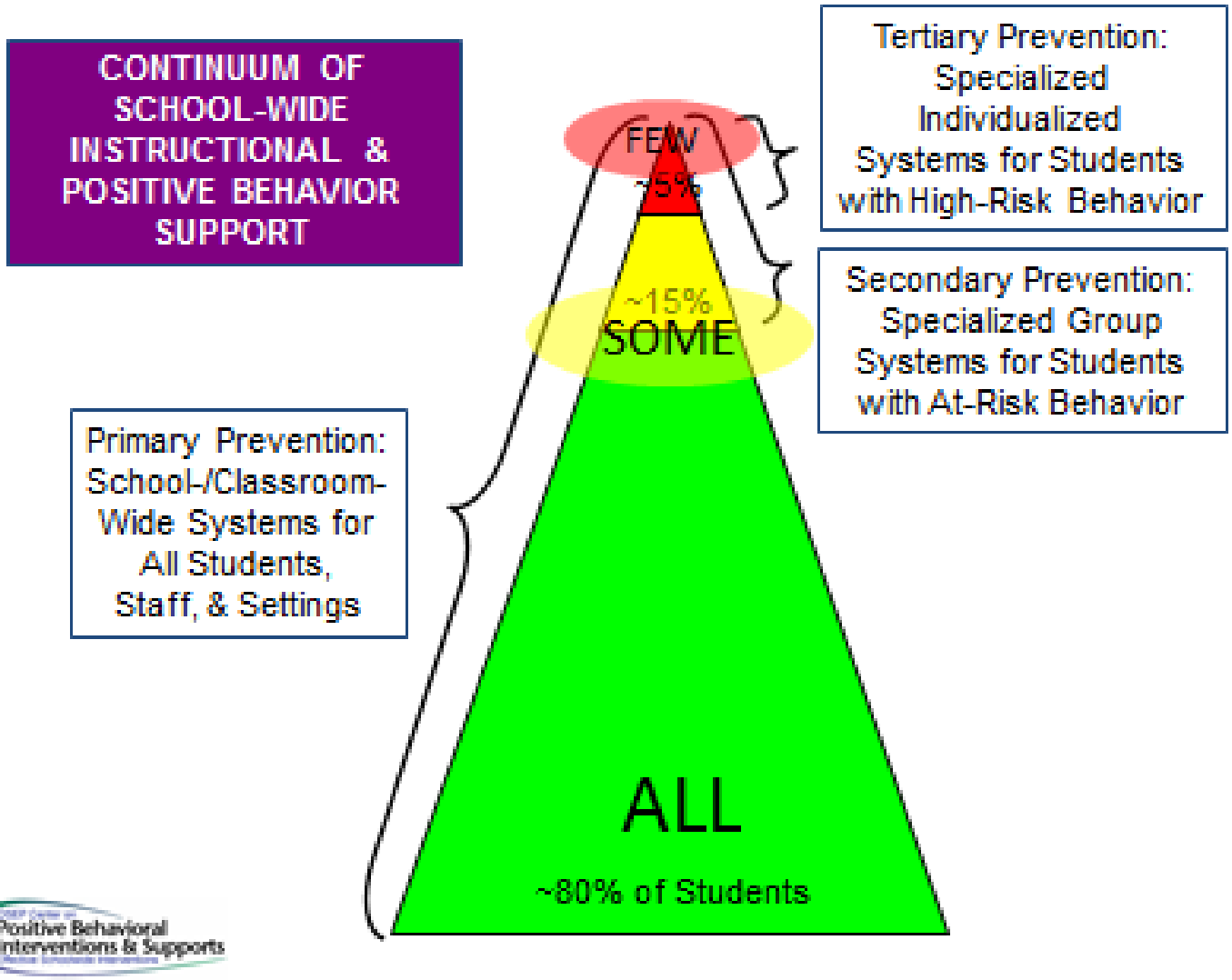
Cecil County Public Schools: Special Education: https://www.ccps.org/domain/53

State IEP Process Guide: http://olms.cte.jhu.edu/olms2/421487

POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

What is PBIS?

- **P**ositive **B**ehavior **I**ntervention **S**upports
- PBIS is a process for creating safer and more effective schools.
- It is a systems approach to enhancing the school climate.
- The process focuses on improving a school's ability to teach and support positive behavior for all students.
- Each school has a PBIS team to design, implement, and evaluate effective school-wide practices that will teach and recognize positive behaviors while further supporting those students who exhibit undesirable behaviors.
- PBIS involves ALL students, ALL staff in ALL settings! It is not a curriculum or a program.



PROFESSIONAL APPEARANCE

Employees serve as role models to students and should exercise good judgment by presenting an appropriate, professional appearance in the workplace. All employees shall:

- Reflect and model standards that will encourage student understanding and compliance with the student dress code.
- Dress appropriately according to position and work setting, or environment.
- Present a clean, modest and professional image.
- Avoid clothing or accessories that distract or disrupt the educational process and/or administrative setting.

EVERY SUBSTITUTE SHOULD KNOW:

- The use of profanity will not be allowed.
- No outside agency or person, including parents, is to question or interview a student except in the presence of the principal or his/her designee. Substitute employees have a responsibility to see that the rights of the student are not violated. There are no exceptions to this rule.
- Notes and other communications should not be sent to parents without approval of the principal/ designee. Substitute teachers are not permitted to call parents regarding discipline concerns. Leave notes for the regular teacher regarding specific infractions and concerns.
- Do not introduce controversial subjects or materials. Follow the teacher's lesson plans fully and completely.
- Do not advertise products or services.
- All school records and reports must be handled in a confidential manner. Be careful not to divulge any confidential information that has been received from contact with administrators, teachers, students or parents. Do not share information with, neighbors, friends or other teachers/students.
- Verbal and physical acts of bigotry are prohibited, including racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment or other conduct directed toward another person's race, national origin, religion, age, gender or handicap.
- Substitute teachers are not permitted to use a teacher's computer to check, download, or send personal email, forward chain letters, jokes, stories, hoaxes, urban legends, or to access data or information.
- Searches are not permitted. If you receive a tip or suspect a student is in possession of a weapon, drugs, or alcohol, notify the closest administrator as quickly as possible. Do not investigate on your own.
- **Under no circumstances should a substitute use physical contact with a student. If a situation arises, contact an administrator.**

To remain an active substitute, you must work **4** assignments each school year. The school year is defined by the first day for students through the last day for students. **For the 2025-2026 school year 4 days must be worked between Tuesday, September 2, 2025 - Thursday, June 11, 2026.** Failure to meet his requirement will result in the termination of your employment with Cecil County Public Schools.

LONG TERM SUBSTITUTE GUIDELINES

Administrators may contact the substitute about filling a long-term position for a teacher or paraprofessional who has an extended absence of 15 or more days, or a school may have a position vacancy. There is often an interview process involved, much like becoming an employee.

As a substitute who is working a long-term position, you will be set up as an employee in the ABSENCE MANAGEMENT system. Recording your absence (as an employee) in ABSENCE MANAGEMENT notifies the school that you are not going to be at your assignment for that day and calls for a substitute for you.

- You will be responsible for daily lesson plans. Daily lesson plans will be done in accordance with county specifications and following the teacher's long range plans.
- Lesson materials will be provided to you for the first day of your assignment. Following day one of your assignment, you are responsible for preparing lesson materials.
- You will be responsible for grading quizzes, assignments, and tests. Grades are to be entered into grade books. You will need access to the teacher's grade book. You will need to obtain a copy of the teacher's grading policy.
- You will assume any duties assigned to the teacher for whom you are substituting (i.e. bus duty, hallway monitoring, etc.) A list of these duties will be provided to you by the building administrator.
- Transition days with the teacher of record may be scheduled at the beginning and end of your tenure as appropriate given the assignment.
- You are responsible for making certain that the condition of the classroom or teaching station is maintained.
- You are responsible for communicating with parents regarding student progress, behavior, etc. as needed.
- E-mail address: All long-term substitutes will be assigned an e-mail address for Cecil County Public Schools (i.e.: btrust@ccps.org). If you work only one long-term assignment, the e-mail address will be deleted at the end of the school year.

HEALTH RELATED TOPICS

HEALTH REFERRAL FORMS
Please complete a Health Referral Form when you send a student to the nurse.

CONFIDENTIALITY

- Confidentiality laws prohibit you from revealing confidential information about a student without a parent or guardian's permission.
- Not only do you have a legal responsibility to keep a student's health issues confidential, you have a professional and ethical responsibility to protect the students you teach.
- Students have a right to privacy when it comes to their health issues – HOWEVER – if a student talks about suicide, hurting themselves, or abuse, you must let the guidance counselor, nurse, or principal know this immediately.

You may not always know about the needs of the students in your room. If students have severe medical issues, there should be a note on the substitute instructions left by the teacher.

A good rule of thumb to follow is, if you think you have a problem or a potential problem, get help from the teacher next door.

If there should be an accident in your classroom – report it to the office or school nurse so that an incident report can be completed.

PROCEDURE - APPROPRIATE REFERRALS TO THE HEALTH ROOM

INTRODUCTION

A health room is to be utilized by students who are injured or ill, receiving treatments or medications, or require other health related assistance. This document provides guidelines for teachers, nurses, and other school staff to assist them in making appropriate referrals to the health room.

GENERAL GUIDELINES

- Students receiving medication or treatments should report to the health room at the time indicated on the Medication Order Form. (The usual times are before school, 10:00 a.m., lunchtime, or 2:00 p.m.)
- Students receiving assistance in the health room (e.g., catheterization, blood sugar testing, etc.) should report at the time that has been arranged with the school nurse.
- School staff is to use the ¼ sheet Health Suite Visit Pass when sending students to the health room and indicate the student's complaint. Students will not be admitted to the health room without a pass from the teacher, unless they are having a medical emergency.

- Although no comprehensive list is possible, the following guidelines should be used by school staff in determining whether students should be sent to the health room. The following conditions would be appropriate referrals:

Vomiting	Unusual lethargy	Rash
Diarrhea	Red, draining eyes	Skin lesions
Fever	Difficulty breathing	Severe earache
Severe sore throat	Severe cold symptoms	Toothache
Severe headache	Severe pain	Unusual color of skin
Significant change in a child's appearance or behavior		

- Minor injuries that occur at home and appear to be healing do not need to be referred to the school nurse.
- Upon arrival in the health room, students will be assessed for illness or injury by the school nurse. The school nurse will follow the Guide for Emergency Care (SHS Guideline) for assessing and treating illness and injury.
- Health room staff will determine if emergency transportation to a hospital is needed. The parent/guardian is to be notified if the injury or illness is of a serious nature. If the parent/guardian cannot be notified, the student will be transported via 911 to the hospital at the discretion of the nurse in consultation with the principal/designee. In the event that the school nurse considers the situation a life-threatening emergency, prior consultation with the principal/designee or parent is not required.
- Students who are injured and are physically able to report to the health room should do so as soon as possible after the injury occurs.
- If a student is so severely injured that he/she should not be moved, health room staff should be notified to come to the site where the injury occurred.
- If a student's injury or illness is severe enough that health room staff feels that the student is too ill to stay in school or should be seen by a physician, the parent or designee listed on the emergency card will be contacted to pick up the students. Refer to "Sending a Student Home When Ill or Injured".

When a student is leaving school early because of illness or injury:

- The parent or designee is expected to pick up the student in a timely manner.
- If health room staff are having difficulty contacting a parent or designee listed on the emergency card, the principal or designee should be notified.
- Health room staff may determine, through assessment, that the student can return to class. When this is the case, health room staff should indicate on the student's pass that the student is to return to class and the time the student left the health room. Documentation of the assessment should be noted on the Student's Health Suite Visit Record.
- School nurse will contact parent/guardian whenever students request that parent/guardian be called because of a health concern.

CRISIS PLAN

Purposes and Uses

The ***Emergency Procedures Guide*** is the result of a significant effort by members of the Cecil County Public Schools Safe Schools Steering Committee. There are three basic purposes for providing this information in this format:

- To assist school system personnel as emergency procedures are written for schools or departments;
- To act as a resource for identifying safe school topics that require additional training or staff development, and;
- To act as a guide for conducting safe school drills or in the event of an actual emergency situation.

CODE YELLOW / SECURE STATUS

CODE YELLOW:

Initiate when there is a need for heightened security, but instructional activities continue.

- Announce "secure status: Code Yellow."
- Immediately cancel all outdoor activities.
- Notify portable classrooms and classes outside.
- Principal/designee notifies Public Information Office (410-996-5474) or a member of the Leadership Team.
- Notify School Resource Officer.
- Initiate classroom accountability procedures.
- Lock all classroom doors.
- Maintain indoor class activities as usual.
- Visually monitor students during class change.
- Limit and monitor individual student hallway
- movement.
- Maintain above procedures until "all clear" message is given.
- Debrief with staff following the event.

SECURE STATUS: LOCKDOWN (ALICE)

Initiate when there is an active threat.

These do not have to be followed in sequential order but should be determined based on the situation. Remember, EVACUATE is the best option!

ALERT—First notification of danger. No code words.

LOCKDOWN—This is a semi-secure starting point from which to make survival decisions and discuss plans to counter or evacuate. If you decide not to evacuate, secure the room.

- Lock the door and cover any door windows if possible
- Barricade the door with anything available
- Call 911
- Put yourself in a position to surprise the active shooter should they enter the room

INFORM—Using any means necessary to pass on real time information in order to communicate the violent intruder's location and direction in real time.

COUNTER—This is a last resort when other options are not available or feasible. This is the use of simple, proactive techniques that will make the Active Shooter's ability to shoot accurately more difficult. This is not fighting this is countering the attack.

EVACUATE—Remove yourself from the danger zone as quickly as possible

Assault/Fight

- Take action to de-escalate the situation.
    - Get help (another teacher, staff member, or administrator)
    - Separate student(s) involved.
    - Remove bystanders.
    - Escort student(s) to office.
- Notify principal/designee.
- Have nurse evaluate for injuries.
- Principal/designee calls 91, if necessary.
- Principal/designee notifies police, if necessary.
- Principal/designee notifies the Public Information Office (410-996-5474) or a member of the Leadership Team, if necessary.
- Notify parents of student(s) involved in assault/fight.
- Take appropriate disciplinary action.
- Document the event.

Medical Emergencies

In the Event of Medical Emergency:

- Provide emergency treatment.
- Notify principal/school office.
- Notify the school nurse and counselor.
- Principal/designee calls 911, if necessary.
- Principal/designee notifies the Public Information Office (410-996-5474) or a member of the Leadership Team.
- If possible, isolate affected student(s)/staff member(s).
- Have all appropriate student/staff documentation ready for 911 personnel (i.e., allergies, medical history, emergency information).
- Principal notifies student's parent(s) or guardian(s) or staff's next-of-kin.
- Designate someone with a list of student phone numbers to go to the hospital with student(s) or staff member (i.e., nurse, assistant principal, secretarial staff member, school nurse coordinator).
- Continually update school office and Public Information Office or a Leadership Team member on status.
- Assign a school official to answer school phones and act as a liaison between school and parents.
- Document the event.
- If necessary, refer media to Public Information Officer.
- Stay calm.

GENERAL EXPECTATIONS FOR CLASSROOMS DURING SECURE STATUS OR EVACUATION

Teachers:

- **Never** assume "it's just a drill."
- Stay calm.
- Keep students calm.
- Refer to school CERT plan.
- Refer to Emergency Procedures Guide.
- Use school accountability form to list students currently in your room and those who are missing.
- Be ready to communicate with office or CERT team as needed.
- Note time and document any incident(s) you may see or hear in your area.

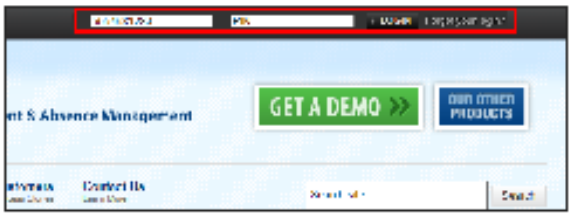
Students:

- **Never** assume "it's just a drill."
- Stay calm.
- Listen for directions from the teacher and follow them.
- If given directions by law enforcement or emergency personnel, follow them.
- Stay with your group.
- If you are away from your group report to the nearest teacher or safe location.

Substitute Quick Start Guide for Aesop

Logging in on the Web

To log in to Aesop, navigate to www.frontlinek12.com/aesop in your web browser.



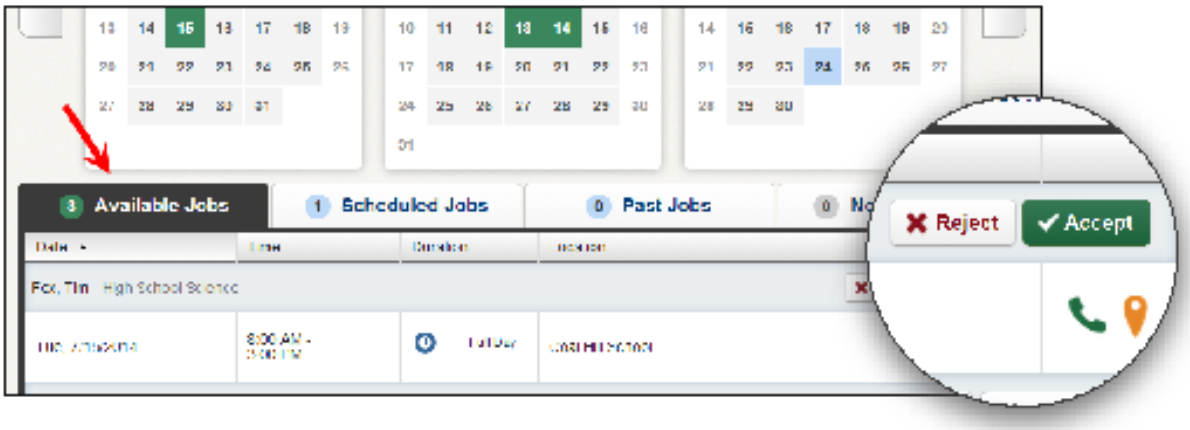
Enter your ID number and PIN, then click **Login**.

Can't remember your login info?

If you're having trouble logging in, click the "Forgot your login?" link next to the **Login** button for more information.

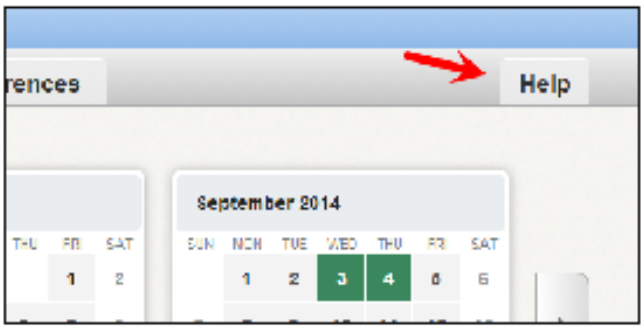
Finding Available Jobs

Aesop makes it easy to find available jobs, right on the homepage. Jobs available for you to accept show in green on the calendar, and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button to next to the absence. If you do not want to accept this job, click the **Reject** button instead.

Getting Help and Training



If you have questions, want to learn more about a certain feature, or need want more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center, a searchable knowledge base of Aesop help and training materials.

Using Absence Management on the Phone

Not only is Absence Management available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call Absence Management

To call Absence Management, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling Absence Management, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When Absence Management Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Absence Management will automatically start calling substitutes, trying to fill the job. Keep in mind, when Absence Management calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Absence Management (see "When You Call Absence Management" section above) to hear a list of all available jobs.

> **Note:** When Absence Management calls you, be sure to say a loud and clear **"Hello"** after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call from Absence Management, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Tell Absence Management the Sub it is trying to reach is not available – **Press 3**
- Prevent Absence Management from ever calling again – **Press 9**

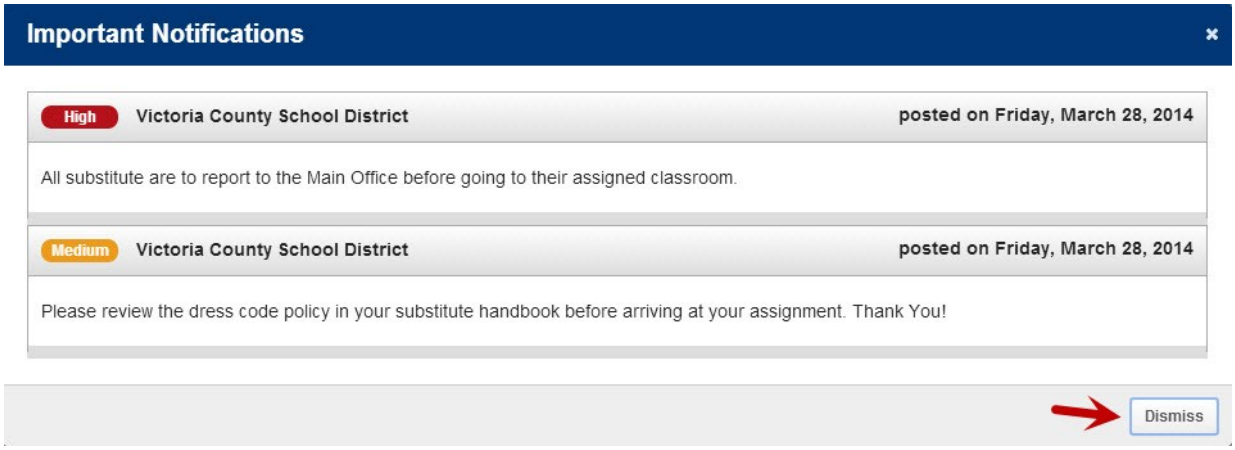
If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, Absence Management will list the job details, and you will have the

THE HOME PAGE

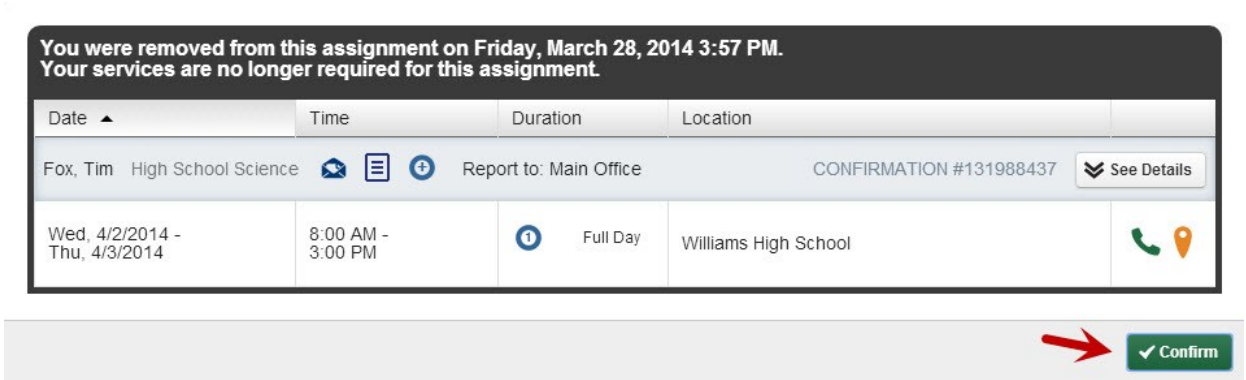
Once you have logged into Absence Management, you will be taken to the home page. You may first be presented with notifications from the system. There are two types of notifications you can receive.

Notifications

Web Alerts - These are alerts that have been created by your district for substitutes to see. They will contain important information that may be useful to you. One you have read the alerts, you can click the **Dismiss** button to move on. These Web Alerts can be revisited at any time in your Absence Management website.

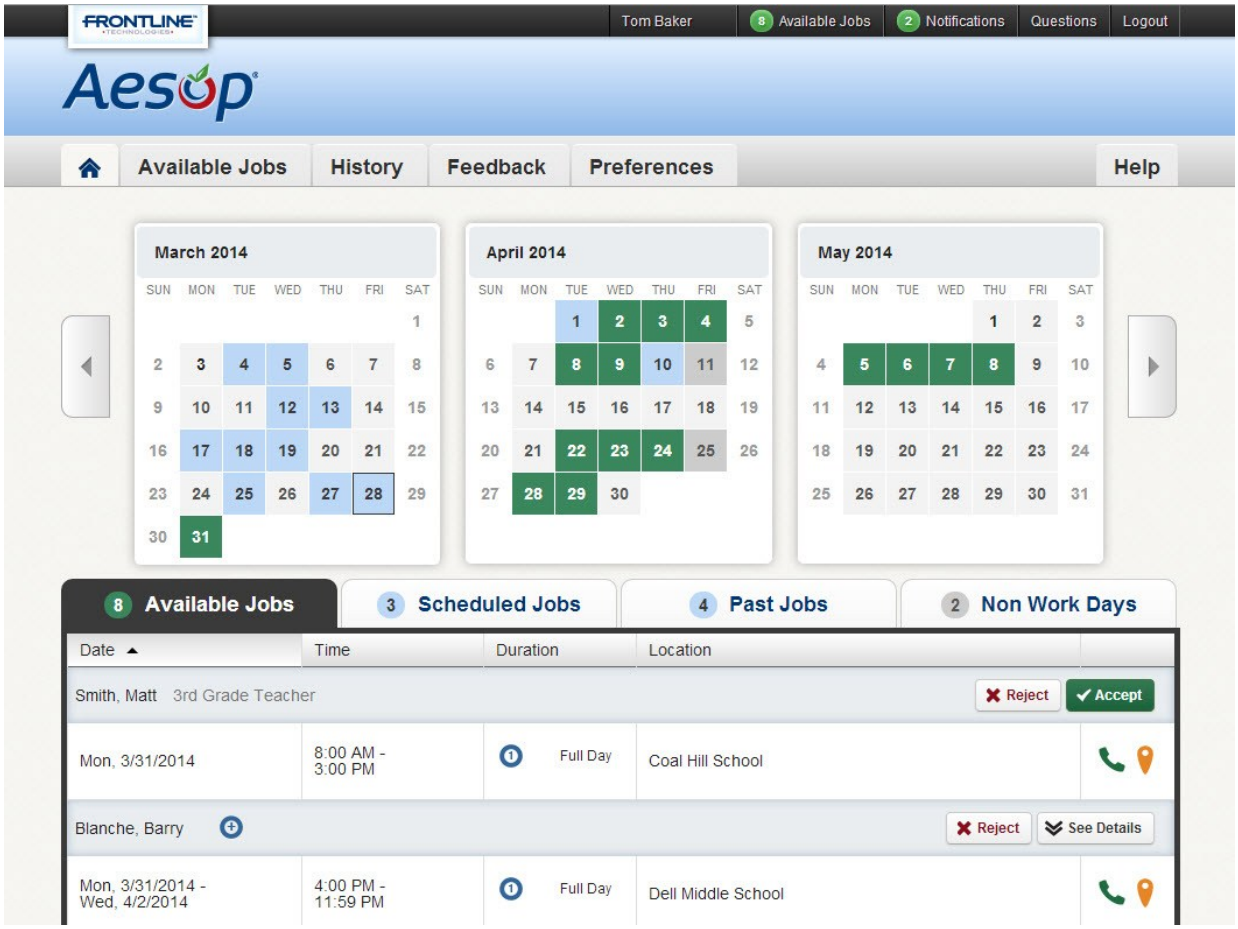


Confirmations - You can also receive notifications that you need to confirm. The example below is a notification telling the substitute that he has been removed from a job and their services are no longer needed. These notifications are very important and must be confirmed before you can move on to your home page.



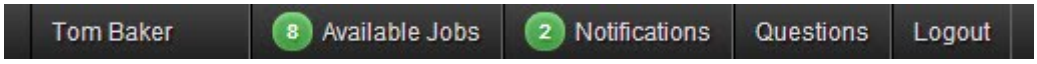
Home Page

Once you have dismissed or confirmation all of your notifications (you may not have any), you will be able to view your home page.



Top Bar

At the very top of your home page, you will see a black bar with five different buttons you can click on.



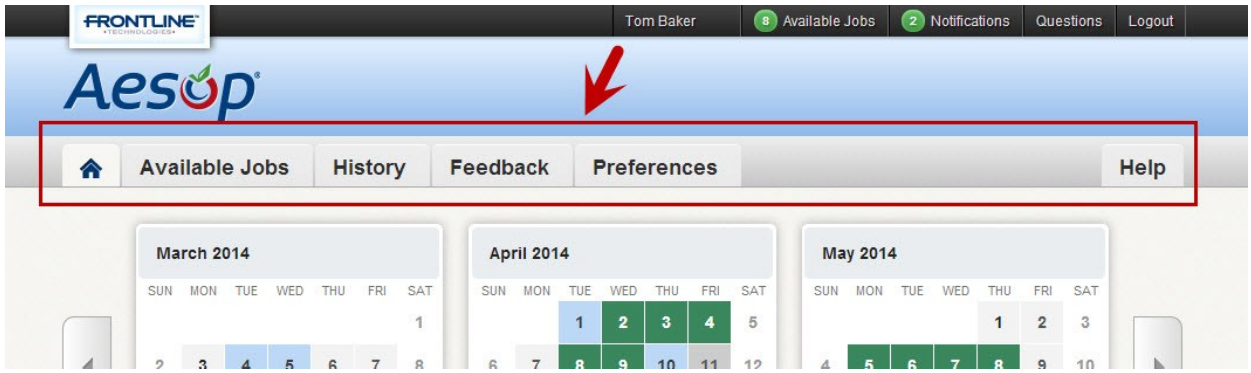
Your Name - Clicking on your name will take you to the "Preferences" tab where you can change your personal information, PIN, and other settings.

Available Jobs - The number of currently available jobs will displayed in the green circle. Clicking on this option will bring you to the "Available Jobs" tab where you will see a list of the jobs that are ready for you to accept.

Notifications - The number of notifications (Web Alerts) you have will be displayed in the green circle. Clicking here will bring up a list of your current Web Alerts.

Questions - Click here to view the name and phone number of your district's Absence Management point person.

Logout - Clicking the Logout option will log you out of Absence Management and will bring you back the login page.



Main Tabs

Home Tab - The tab with the blue house icon is your home page. You can click this tab from anywhere in the site to be taken back to the home page.

Available Jobs - Clicking this tab will take you to a page listing all of the currently available jobs.

History - The History tab will take you to a page where you can view the history of your jobs and Non-Work Days.

Feedback - Feedback is an optional feature in Absence Management where you can leave feedback about how your jobs went. If this feature is enabled by your district, you will see this tab.

Preferences - Clicking this tab will bring you to the "Preferences" area of your website. Here, you can change your Personal Information, PIN, Preferred Schools to work at, and Call Times.

Help - The Help tab will bring you to the "Absence Management Learning Center" where you will find articles, videos, and interactive guides to help you know how to use Absence Management.

Calendar

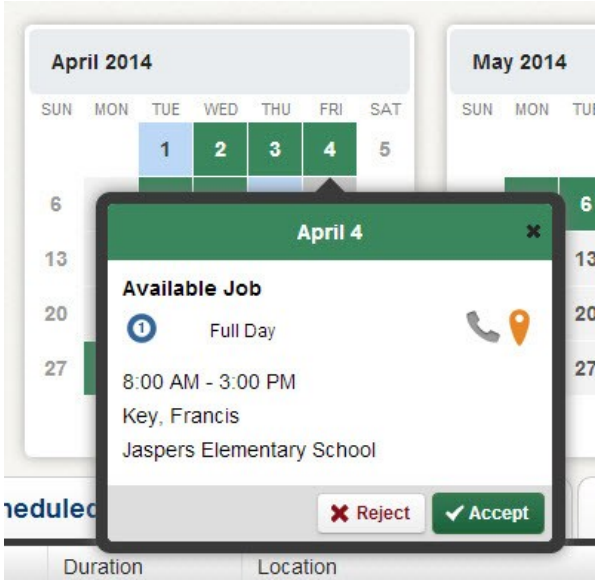
Just below the main tabs is your interactive calendar. The calendar will show you an overview of what days you are working and what days have available jobs.

The calendar is color coded to show the different types of days:

A **black box** around a date represents that it is the current day. **Blue** days are past or scheduled jobs. **Green** days are days there are available jobs. **Gray** represents a Non-Work Day.

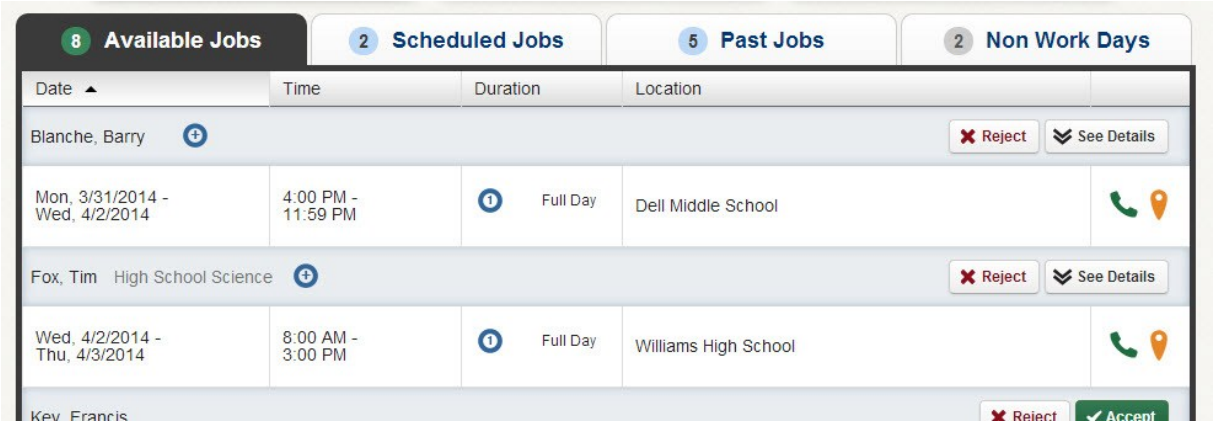
Use the back and forward arrows to either side of the calendar to move back and forward in time on the calendar.

Clicking on an individual day in the calendar will pop up information about that day. If there is an available job on that day, you can accept or reject it right from the pop-up.



Job Tabs

The main body of the home page will be your "Jobs" tabs. They can be found directly beneath the calendar. Clicking these tabs will not take you away from the home page but will change what you are viewing.



Available Jobs - This tab will bring up the view of the currently available jobs for you. The number on the tab represents how many available jobs there are.

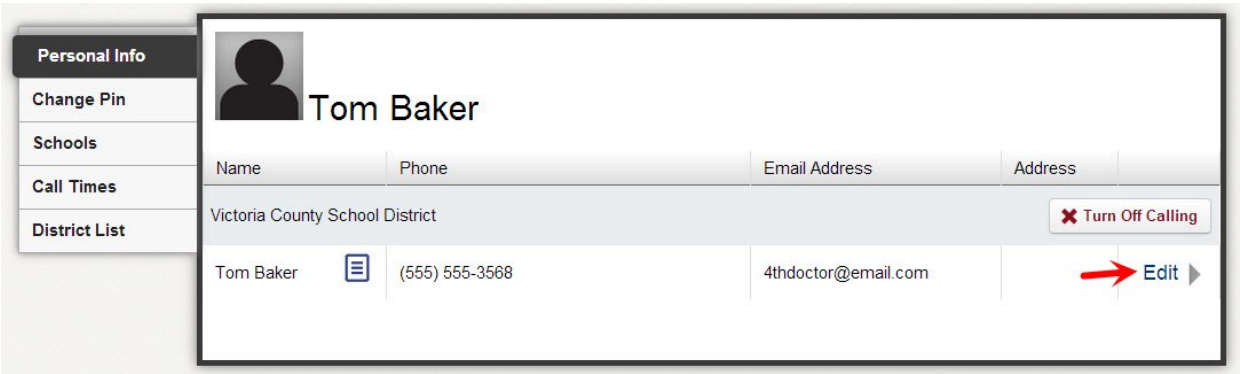
Scheduled Jobs - This tab shows the currently scheduled jobs you have already accepted. The number on the tab represents the number of currently scheduled jobs.

Past Jobs - The "Past Jobs" tab brings up your job history for the past 30 days. The number on the tab represents the number of jobs in the last 30 days.

Non Work Days - This tab will show you your upcoming Non-Work Days as well as Non-Work days from the past 30 days. You can also create Non-Work Days from here. The number on the tab represents upcoming Non-Work Days and Non-Work Days from up to 30 days in the past.

Managing Your Personal Info

It's easy to add or update personal information in Absence Management. Start by clicking the **Preferences** tab on the home page. By default, Absence Management takes you right to the "Personal Info" page. To edit your information, click the **Edit** button.

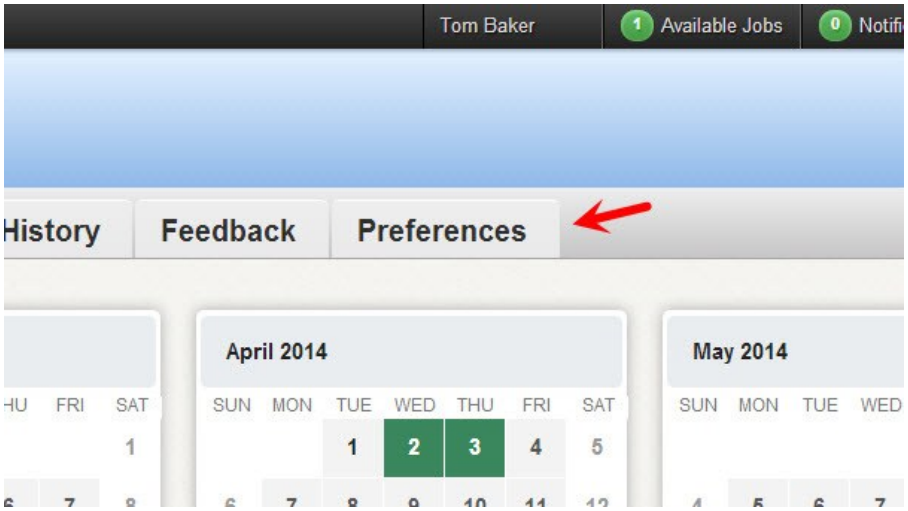


Most districts allow their substitutes to change their email address and phone number. You may have permission to edit other info as well.

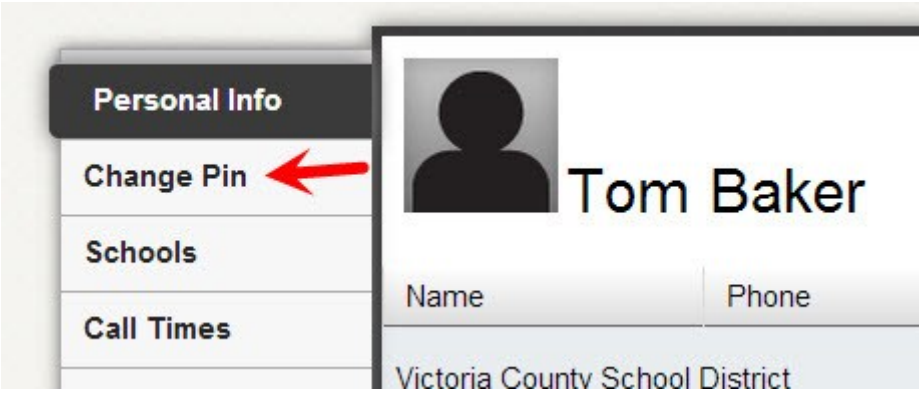
If you make any changes, click the **Apply** button to save the changes.

Changing Your Absence Management PIN

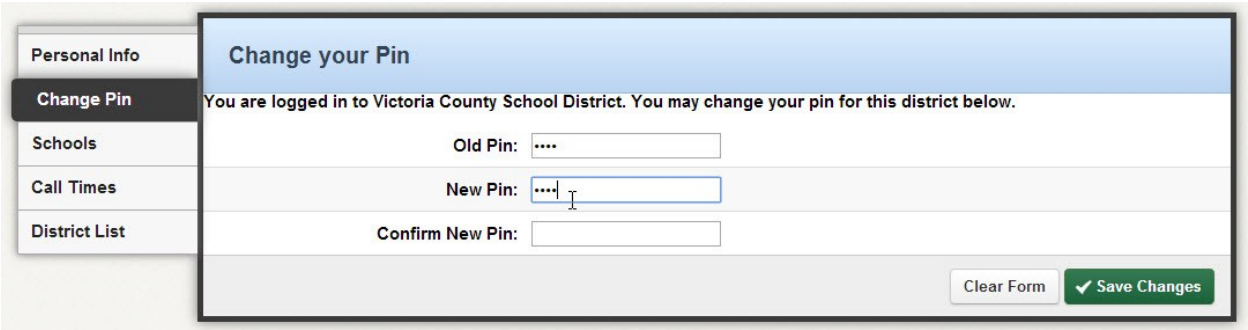
So, you want to change the PIN number you use to log into Absence Management? It's easy! First, open up the "Preferences" page by clicking the **Preferences** tab on the home page.



Now, choose the **Change Pin** tab.

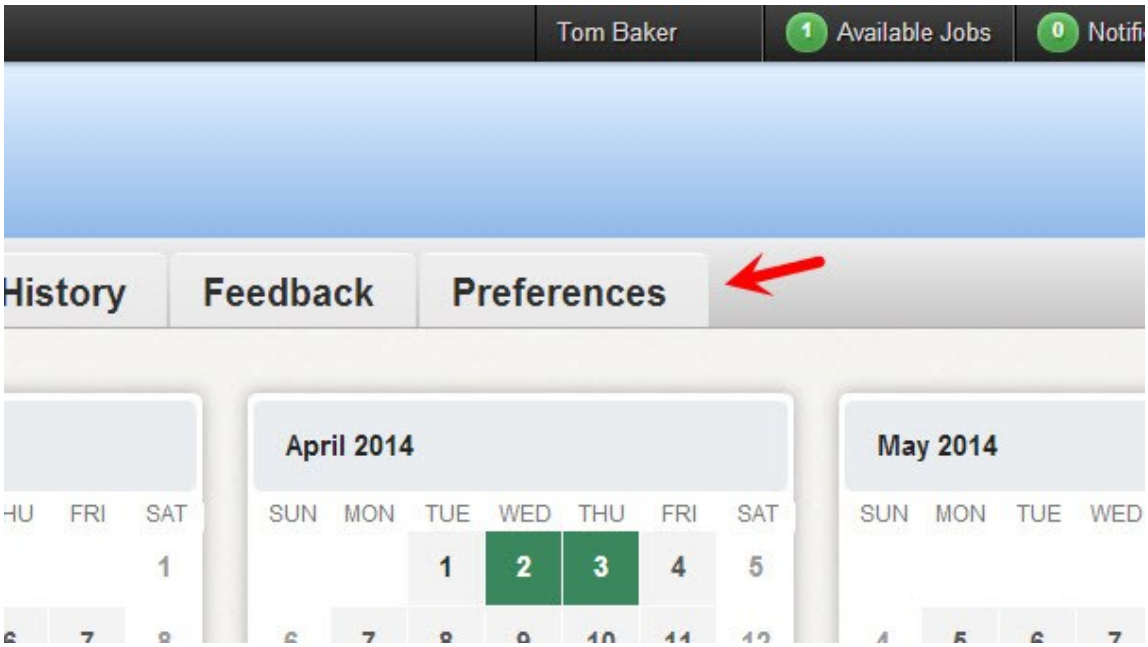


Once in the "Change PIN" section, enter your old (current) PIN number, then enter and re-enter the new PIN. Click the big green **Save Changes** button to save.



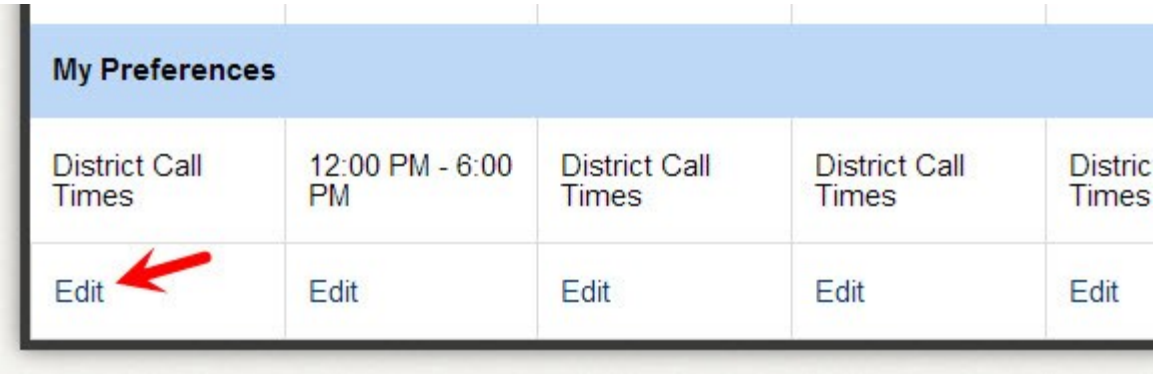
Setting and Changing Call Times

By default you will be called for jobs during the time period set up by your school district. But you can customize these times or turn off calling all together if you wish. To edit your call times, click the **Preferences** tab on the home page.

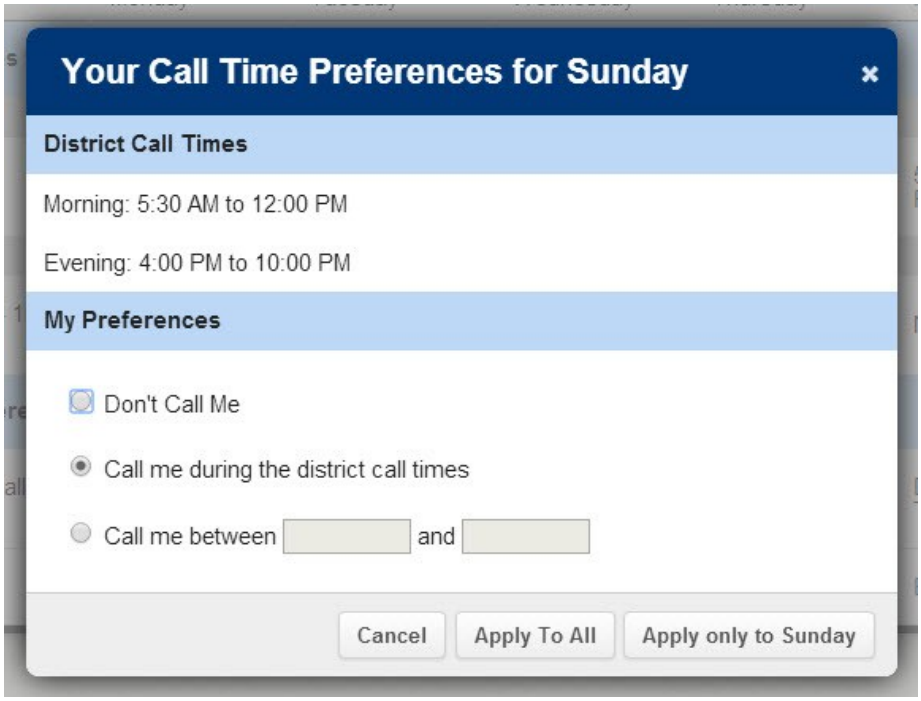


Now, click the **Call Times** option in the "Preferences Menu".

You district's default morning and evening call times will be displayed. You can edit your call times by clicking the **Edit** button at the bottom of the screen for any day.



This will bring up a window where you can select the time you want to get called for that day of the week.



Don't Call Me - Choosing this options will set Absence Management to not call you at all on this day of the week.

Call me during the district call times - This will set your call times to the district default.

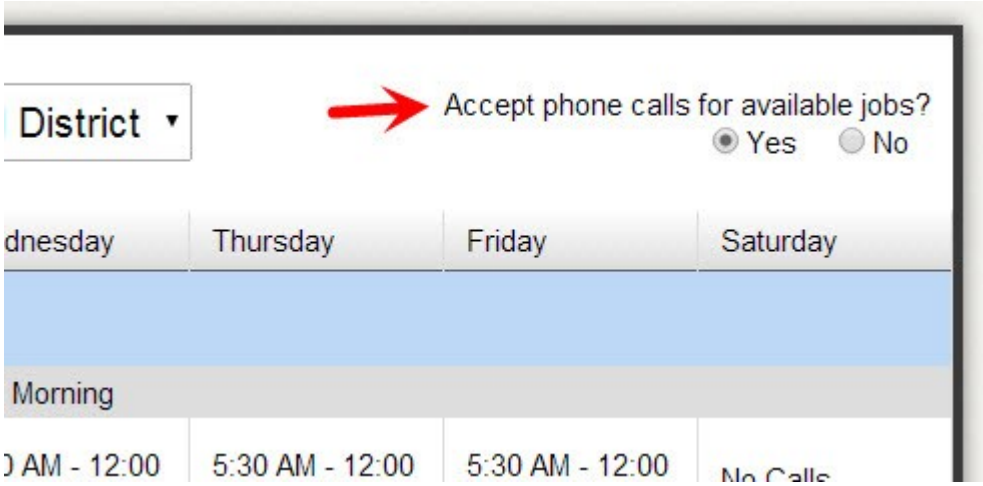
Call me between - Here, you can set the earliest and latest time you are willing to be called for this day of the week.

Once you have picked your settings, you have two options:

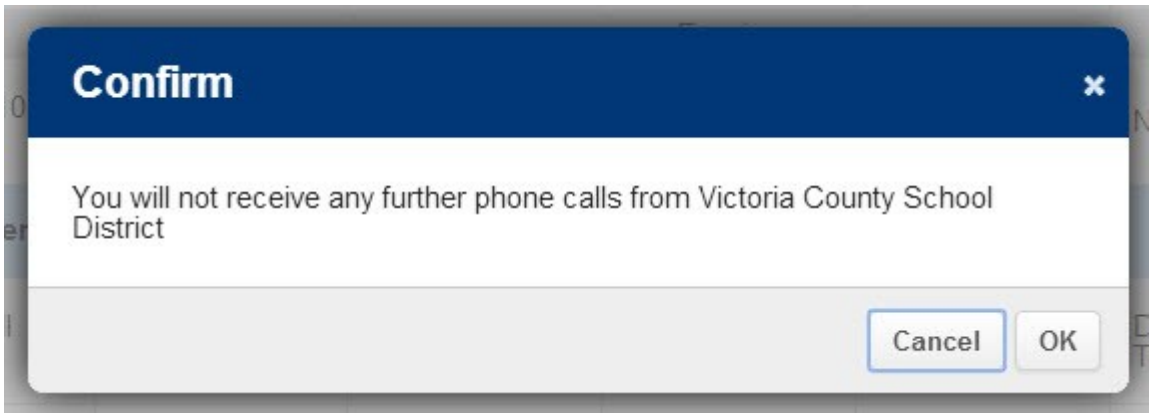
Apply to All - This will apply these settings to every day of the week.
Apply only to - This will only apply these setting to the day of the week you are editing.

Turning Off Calling

In the top right corner of the calling times area, you will see the following option:



To turn your calling from Absence Management completely off, choose the **No** option. You will then receive a warning pop-up from Absence Management.



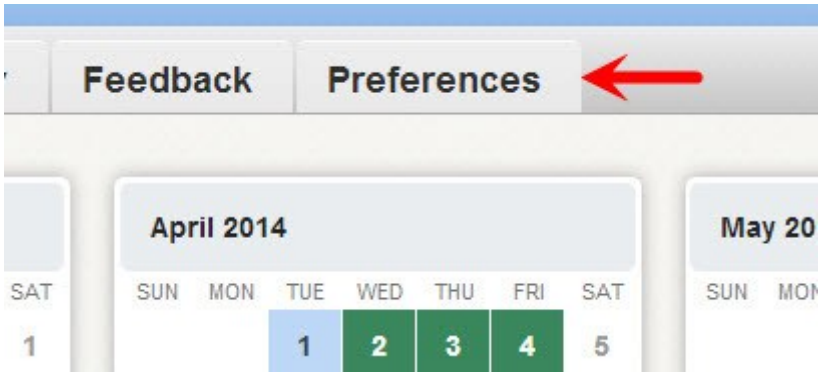
Click **OK** to confirm. This means Absence Management will not call you with job offers but you will still be able to search for jobs online.

Choosing Your Preferred Schools

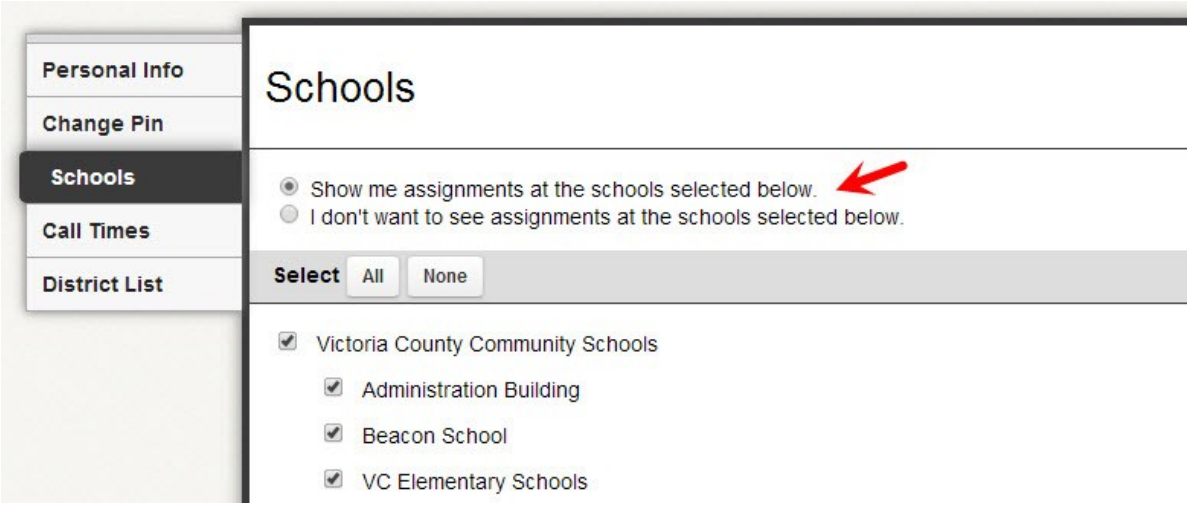
Absence Management gives you the option to choose a list of schools that you want to work at and choose a list you prefer not to work at.

If you are a new substitute, you will see jobs at all schools by default. If you are ok with this, you do not need to change any settings here.

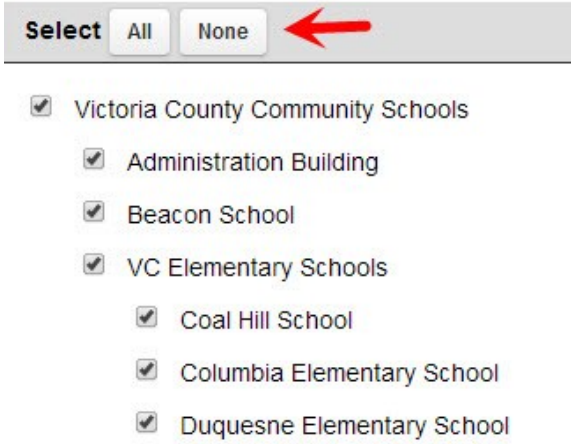
Get to the "Preferred Schools" list by clicking the **Preferences** tab on the home page.



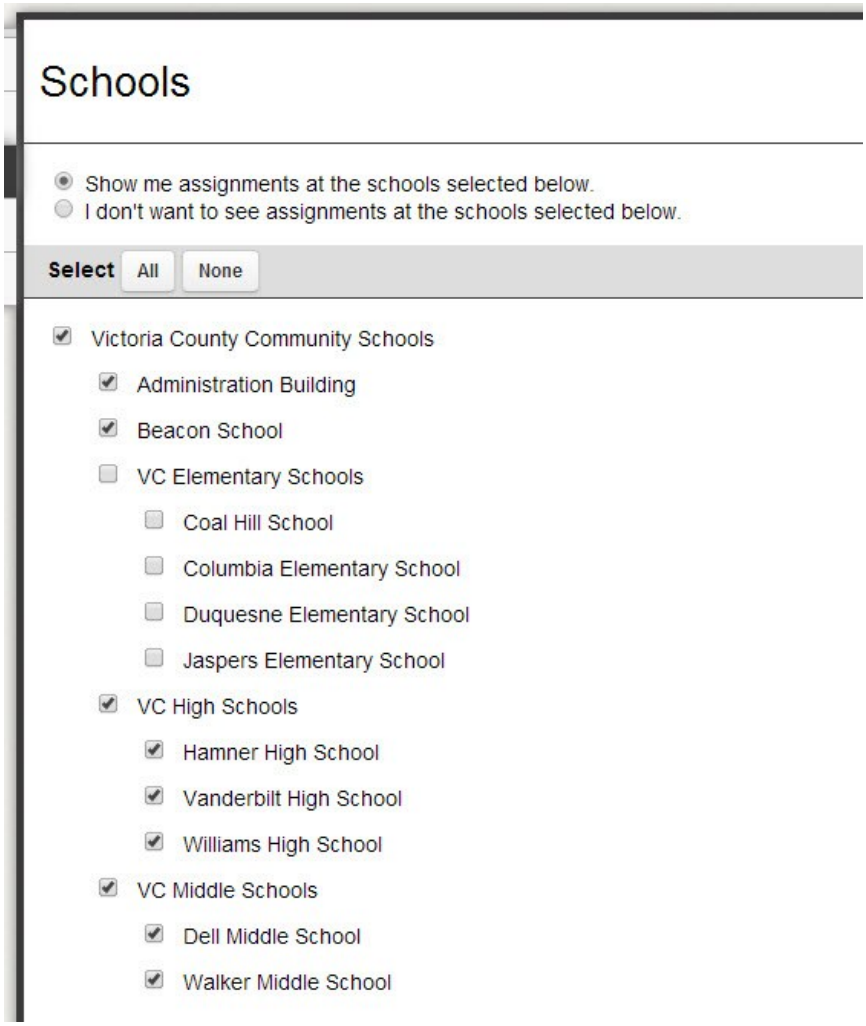
Click the **Schools** option in the side bar on the "Preferences page". At the top of the screen, you will be able to choose if you want to the list of schools to be where you want to see jobs or where you don't want to see jobs. Click the circle for the option you want to choose.



Use the **All** or **None** buttons to clear out or fill in your list:



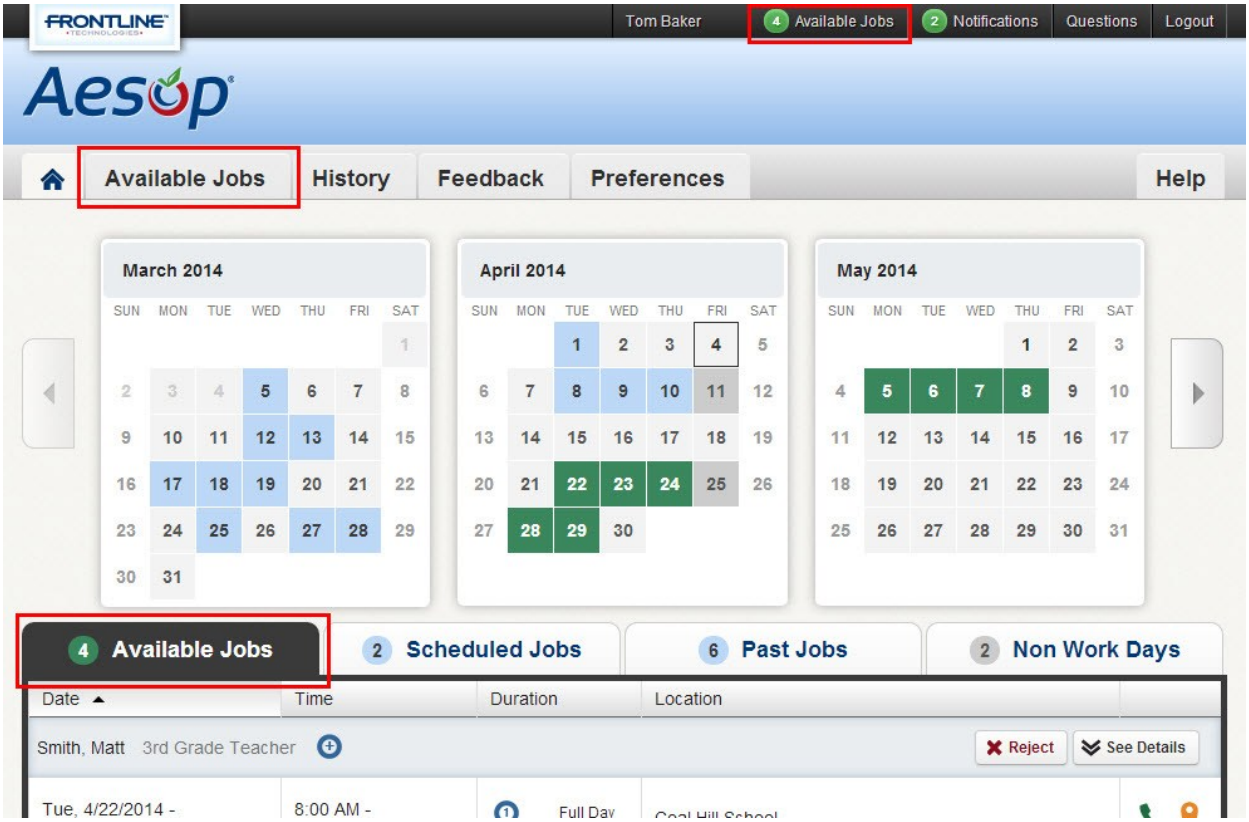
Then, click the check boxes for the individual schools you want or don't want (depending on the above setting) to see jobs at. In the example below, you can see the substitute doesn't want to see jobs from elementary schools.



When you've finished, click **Save** to save changes.

Finding & Accepting Available Jobs

In Absence Management, finding and accepting available jobs is as easy as pie! From your home page, here are two places you can click to access a list of jobs that you are qualified and available to fill. Available jobs will show up in the black info bar at the very top of the page and on the **Available Jobs** tab.



The fastest way to find jobs is the "Available Jobs" section on the home page below the calendar. Here, you'll see a list of jobs that you are qualified and available to accept.

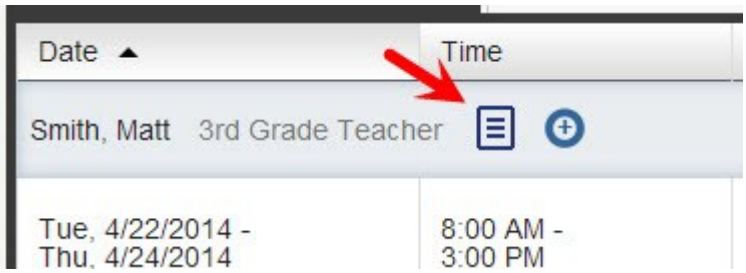
Viewing the Job Details

All the important job details are here, like the name of the employee you will be subbing for, the location of the job, the date and time of the job, and more.

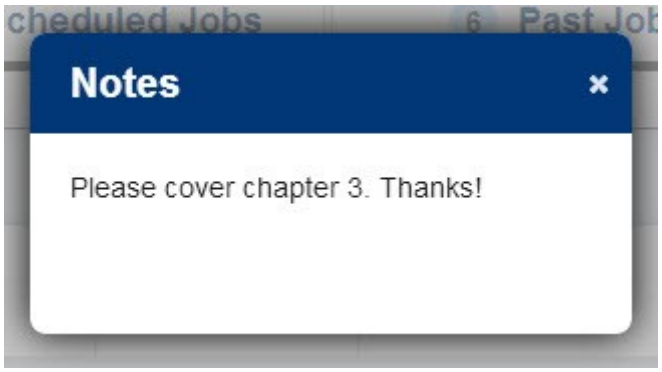
There are other details about the job (notes, attachments, and multi-day jobs) that will show here too.

View the Job's Notes

The icon that looks like a sheet of paper indicates that this job has notes associated with it. These could be important notes from the teacher letting you know information about the job. Click the **icon** to view the notes.

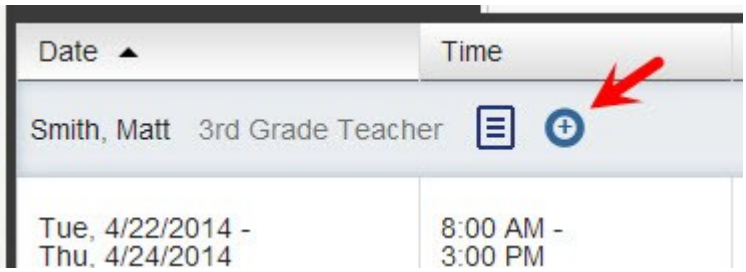


The notes for this job will pop up for you to view. To exit the notes, click the **X** in the top right corner of the pop-up.

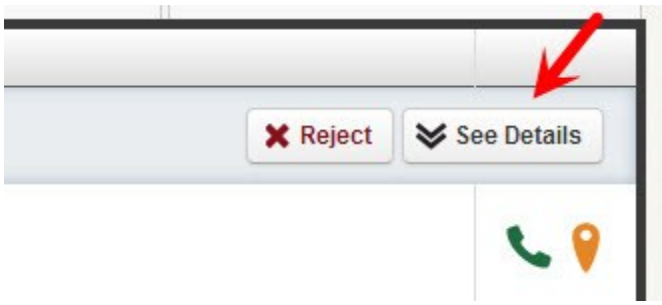


Multi-Day Jobs

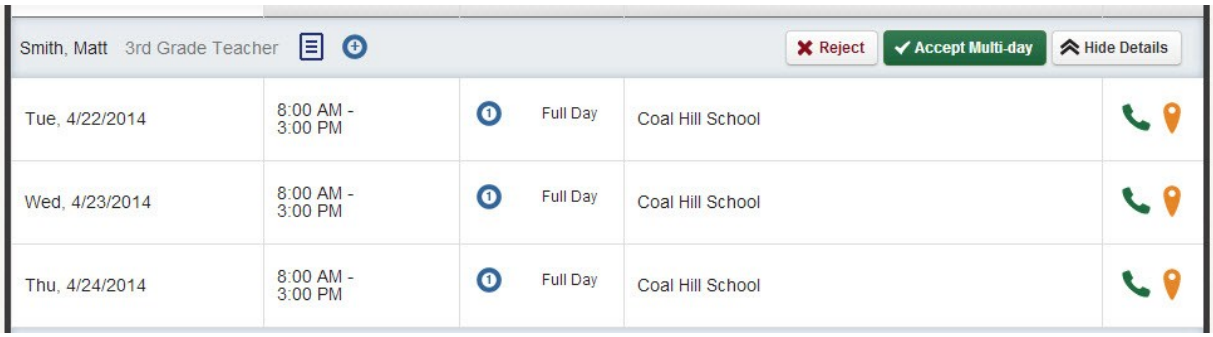
Some jobs in your available jobs list may be multi-day jobs. Multi-day jobs will be indicated by a circle icon with a plus inside it.



On multi-day jobs, you won't see an "Accept" button right away. To view the individual days, click the **See Details** button.



This will reveal each individual day for the job, as well as a new button, **Accept Multi-Day**.



Phone Number and Map

In each job listing, there will be an icon for the school's phone number as well as a map to the school.
Click on the **green phone icon** to have the school's phone number pop up. If the icon is gray, that means the school's phone number is not available.

Click the **orange map icon** to open Google Maps with directions to the school's location.

Accepting or Rejecting Jobs

Now that you have seen the job details, you are ready to accept or reject the job.

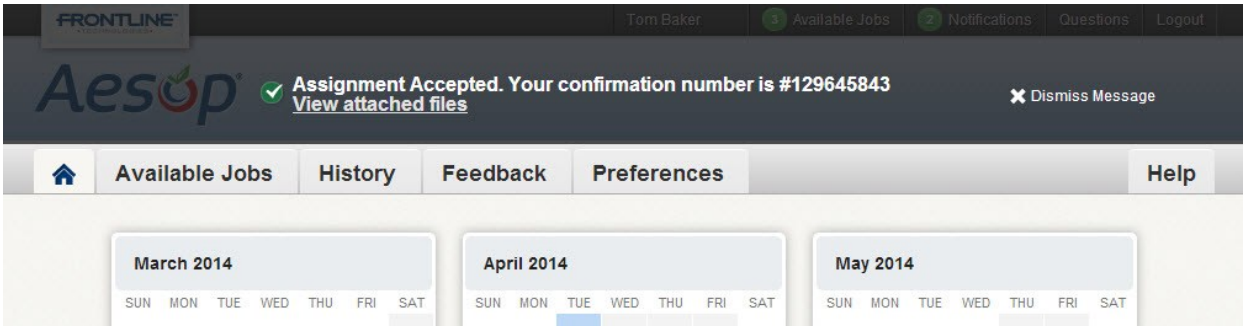
Rejecting a Job

To reject a job, all you have to do is click the **Reject** button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.

Accepting a Job

To accept a job click the green **Accept** button on the right side of the job listing.

Once you have accepted the job, you will receive a pop-up at the top of your screen showing you the confirmation number. If there is a file attached to the absence, you will also see a link to view the attached file. This pop-up will stay on your screen until you dismiss it. Dismiss it by clicking the **x** next to "Dismiss Message".



Maryland Healthy Working Families Act (House Bill 1)

I. Purpose

The purpose of these procedures is to implement the passage of the Maryland Healthy Working Families Act.

II. Who Is Covered?

All employees working 24 hours or more per pay period on a regular basis, who are not already receiving the minimum amount of leave reflected in these procedures, or who are covered under a collective bargaining agreement.

III. What is the Maryland Healthy Working Families Act?

It is the Maryland Law that went into effect on February 11, 2018. The law provides for sick leave to employees working at least 24 hours or more per pay period on a regular basis. The employee can use this sick leave for the following reasons:

a. Care or treat for the employee's own mental or physical illness, injury or condition.
b. Obtain preventative medical care for the employee of a family member.
c. Care for a family member's mental or physical illness, injury, or condition.
d. Maternity or paternity leave.
e. Absences due to domestic violence, sexual assault, stalking during the employee's relocation or to obtain any of the following for the employee or employee's family member:
    i. Medical or mental health attention
    ii. Services from a victim services organization
    iii. Legal services.

IV. Definition of a Family Member

Under this law, a family member is defined as:

a. Spouse
b. Child(ren), including biological, foster, adopted, step, as well as any child for which the employee has legal or physical custody or guardianship, or stands in loco parentis.
c. Parent, including biological foster, adopted, or step for the employee or the employee's spouse, as well as one who was the legal guardian of or stood in loco parented to the employee or employee's spouse.
d. Grandparent, including Biological, foster, adopted, or step.
e. Grandchild, including biological, foster, adopted, or step.
f. Sibling, including biological, foster, adopted, or step.

V. Leave Accrual and Carryover

a. Leave will accrue at a rate of one (1) hour for every thirty (30) hours worked. Leave accrual will begin on the date of employment, however earned leave cannot be used during the initial 106 days of employment with CCPS. The total amount of leave that may be accrued in any fiscal year (July 1—June 30) is 40 hours. Employees will not be allowed to accrue more than sixty four (64) hours at a time (accrued leave and carry over.
b. Leave may not be borrowed prior to earning, and any unused leave will not be paid out upon termination. Employees rehired within 37 weeks of leaving employment with CCPS will be eligible to have any unused leave reinstated that was previously available upon termination.

VI. Leave Use and Notification Procedures.

a. Generally, employees should submit a request to use available leave seven (7) days prior to using leave. If the use of leave is not foreseeable, the request must be submitted as soon as practicable, but not less than 1 hour prior to the employee's normal reporting time, the leave request will be denied.
b. Verification of appropriate use of leave (i.e. doctor's note, ect.) will be required for any employee using more than two (2) consecutive scheduled work days. Failure to provide this verification will result in subsequent requests for leave for the same reason being denied.

VII. Requesting Leave

The procedures for requesting leave can be found on the pages to follow.

Requesting Leave

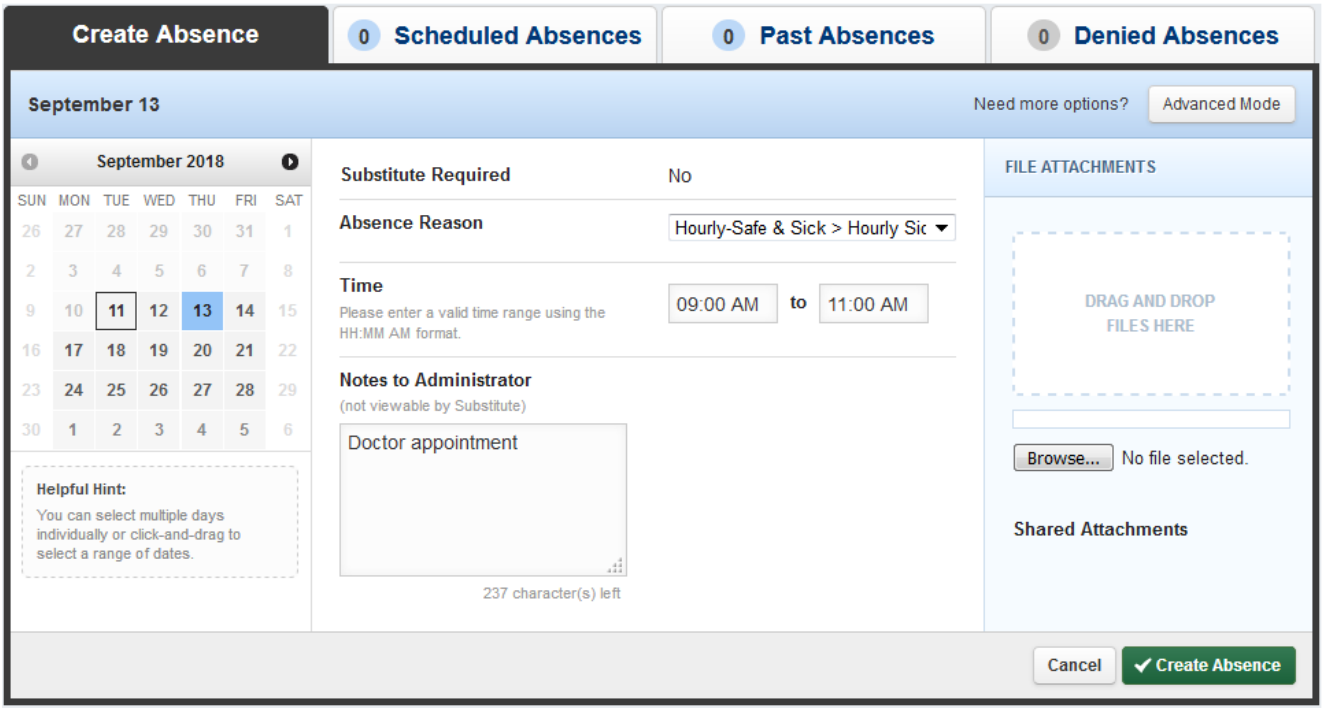
1. Login to Frontline Absence management
https://www.aesoponline.com/loginn.asp
    - Your ID is your 10-digit phone number and your pin is "0"+last 4 digits of your SSN (i.e. if the last 4 digits of your SSN is 5432, then your pin is 05432).

2. In the Create Absence section, select the absence date(s) from the calendar, choose the Absence Reason, specify the absence Time and fill in Notes to Administrator

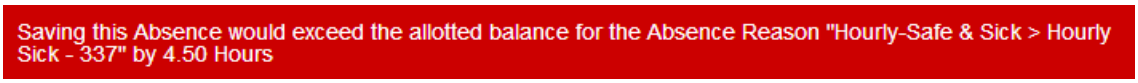
Requesting Safe & Sick Leave

1. Login to Frontline Absence management
https://www.aesoponline.com/loginn.asp
    - Your ID is your 10-digit phone number and your pin is “0”+last 4 digits of your SSN (i.e. if the last 4 digits of your SSN is 5432, then your pin is 05432).

2. In the Create Absence section, select the absence date(s) from the calendar, choose the Absence Reason, specify the absence Time and fill in Notes to Administrator.



3. Click “Create Absence” when done.
    - NOTE: Absence Management will display an error if you try to request more time than you have available.



4. An email will be send to your assigned location's approver. Approvers are typically the Lead School Secretary or Department Head of your assigned location. Requests made by substitutes are assigned to Human Resources.

An Absence that needs approval has been created for EINSTEIN, ALBERT

Confirmation # : 320533210
Starting : 9/13/2018
Number of Absence Days : 1
Require Substitute : No

Reason : Hourly Sick - 337
****
Notes
****

Doctor appointment

5. You will be emailed an approval or denial message.

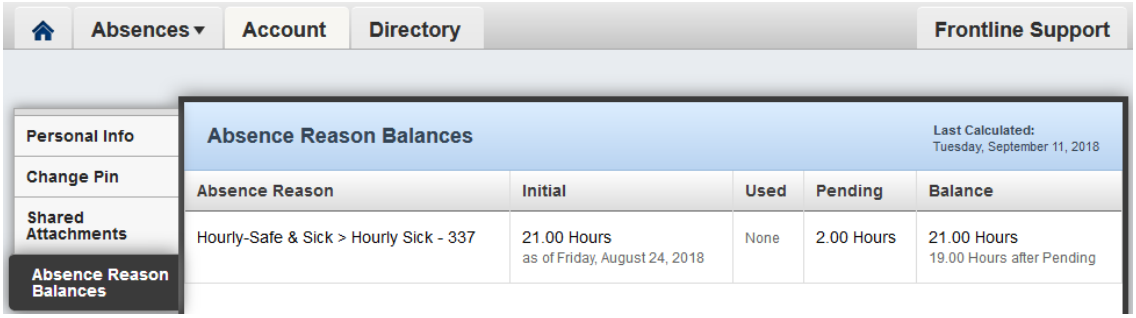
This email is to notify you that the absence Conf# 320533210 has been Approved by Wallace Wills

- OR -

This email is to notify you that the absence Conf# 320540579 has been Denied by Wallace Wills

Reviewing Available Balances

1. Click the Account option, then click the Absence Reason Balances option.



2. This view shows you the number of hours available to use, used, pending, and a balance.

TOBACCO FREE SCHOOLS

Book	CCPS Policies
Section	G - Personnel
Title	TOBACCO-FREE SCHOOLS
Number	GBK
Status	Active
Legal	COMAR 13A.02.04.01 - .07 ANNOTATED CODE OF MARYLAND, LABOR AND EMPLOYMENT ARTICLE, SECTION 2-106(B)(4) AND 5-312
Adopted	April 19, 1993
Last Revised	April 10, 2006
Last Reviewed	July 17, 2018

RELATED ENTRIES: GBK-RA, JFCG
OFFICE: SUPERINTENDENT OF SCHOOLS

TOBACCO-FREE SCHOOLS

The State Board of Education adopted the Tobacco-Free School Environment Regulation (COMAR 13A.02.04.01 - .07) requiring that each school system maintain a tobacco-free school environment; therefore, the sale or use of tobacco in any form is prohibited by anyone in all Cecil County Public School buildings, whether owned or leased, at all times (24 hours a day, every day). This includes schools, the central office, warehouses, garages, or other buildings operated by the Cecil County Public Schools, regardless of whether or not students are present.

In addition, the sale and use of tobacco in any form is prohibited on school grounds during the official school day. The "official school day" is defined as the time students are regularly in school. Middle and high schools are from 7:30 a.m. through 3:00 p.m. Elementary schools are from 8:15 a.m. through 3:30 p.m. If an individual school schedule differs from the times stated above then that school schedule shall prevail. The "official school day" hours are to be adhered to at all times including professional days, non-duty days for 10-month employees, and during the summer months.

Sale or use of tobacco in any form is prohibited in all school buses, whether owned by the school system or contracted, at all times.

Sale or use of tobacco in any form is prohibited in all vehicles when an employee uses the vehicle in the course of employment and when occupied by more than one employee.

The Superintendent of Schools shall certify in writing to the State Superintendent of Schools that regulations .01 - .07 of COMAR 13A.02.04 are implemented.

DRUG-FREE WORKPLACE/STAFF CONDUCT

Memorandum

To: All Employees
From: R. Joseph Buckley, Ed.D., Associate Superintendent for Administrative Services
Subject: Drug-Free Workplace/Staff Conduct

The Board of Education of Cecil County is supportive of America's War Against Drugs and committed to a drug-free workplace. The system further realizes that the abuse of drugs impacts adversely upon the high standards of safety, security, and productivity that we expect of all employees.

Additionally, employees are advised that Cecil County Public Schools prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol on school premises or as part of any student activities. Compliance is a condition of employment.

Attached is a copy of the Board of Education of Cecil County Regulation GBCB-RA - Staff Conduct: Maintaining a Drug and Alcohol-Free Workplace. This regulation balances respect for employees with the needs of the system to maintain a drug and alcohol-free environment. Its intent is to provide appropriate assistance while sending a clear message that illegal drug use and alcohol abuse are incompatible with the mission of the school system and will not be tolerated. Employees who may be encountering drug abuse problems are encouraged to seek competent professional assistance immediately.

Cecil County Public School employees are eligible for counseling through our employee assistance program. This program is administered by Business Health Services (BHS) and offers free, confidential counseling for employees and their families to help with personal or professional problems that may interfere with work or family responsibilities and obligations. This service is accessible 24 hours a day, 7 days a week via a toll-free telephone number (800-765-3277) or by visiting the BHS website, www.BHSonline.com, and using the username CCPS.

Information pertaining to Drug and Alcohol Prevention and Treatment Programs through the Maryland State Behavioral Health Administration (BHA) may be acquired by calling the administration at 1-800-888-1965 or by accessing the administration online at http://bha.dhmh.maryland.gov/.

Please be advised that the information provided does not signify endorsement of any program in any way by Cecil County Public Schools. It is up to the consumer to make an appropriate selection.

Book	CCPS Policies and Regulations
Section	G - Personnel
Title	STAFF CONDUCT - Maintaining a Drug and Alcohol Free Workplace
Number	GBCB-RA
Status	Active
Adopted	September 24, 1990
Last Revised	March 29, 2018
Last Reviewed	March 29, 2018

Related Entries: GBCB , GBCBA, GBCBA-RA
Office: Superintendent of Schools

STAFF CONDUCT
MAINTAINING A DRUG AND ALCOHOL FREE WORKPLACE

The Cecil County Public Schools is supportive of America's War Against Drugs and committed to a drug free workplace. The system further realizes that the abuse of drugs impacts adversely upon the high standards of safety, security, and productivity that we expect of all employees. Compliance with this regulation is a condition of employment.

This regulation balances respect for employees with the needs of the system to maintain a drug and alcohol-free environment. Its intent is to provide appropriate assistance while sending a clear message that illegal drug use and alcohol abuse are incompatible with the mission of the school system and will not be tolerated.

Employees are advised that the Cecil County Public Schools prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol on school premises or as part of any student activities.

Employees are further advised that they are obligated to notify their next-in-line administrator of any criminal drug statute conviction. This notification must be given to the next-in-line administrator no later than five (5) days after such conviction.

Within 30 days after receiving notice from an employee of such a conviction, CCPS will take appropriate personnel action against such employee up to and including termination or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Failure to comply with the conditions outlined in this regulation will result in appropriate action taken against the employee, which may include termination of employment, and when consistent with local, state, and federal law, will include referral to appropriate authorities for prosecution.

Employees who may be encountering drug or alcohol abuse problems are encouraged to seek competent, professional assistance immediately. The Cecil County Public Schools reserves the right to require treatment for employees experiencing drug or alcohol abuse problems. This treatment may be mandatory and is at the employee's expense. Failure to comply will result in termination of employment.

Cecil County Public Schools maintains an Employee Assistance Program (EAP) to provide employees with confidential counseling in a variety of areas. Employees are encouraged to contact the EAP or one of the agencies in the community when seeking help for drug or alcohol related problems.

Prescribed Medication

Employees who are taking a prescription which may affect their ability to successfully complete the essential functions of his/her job shall notify the next in line administrator.

Determination of Reasonable Suspicion

1. If an employee is suspected of being in violation of this regulation the next in line administrator should be notified. This administrator will contact the Associate Superintendent for Administrative Services.
2. Administrators designated by the Superintendent of Schools, will be trained by a recognized authority to identify employee signs/symptoms that determine reasonable suspicion for a drug/alcohol test. Such signs/symptoms may include an unsteady gate, slurred speech, atypical or erratic behavior, and/or not performing the job in a safe manner, such as having a preventable accident on the job. U.S. Department of Transportation (DOT) standards will be used as training standards.
3. All behaviors leading to a decision to require an employee to take a drug/alcohol test will be documented by the designated administrator.
4. The designated administrator must sign the reasonable suspicion form requiring the person to submit to a reasonable suspicion drug/alcohol test.
5. A conference shall be held with any employee identified for reasonable suspicion testing. Administrators will explain the behavior that led to the decision to require testing.

Drug/Alcohol Testing

1. If an employee exhibits signs and/or symptoms of not being fit for duty or has a documented pattern of unacceptable work behavior, or if the administrator has a reasonable suspicion that an employee is in violation of CCPS rules of conduct, the employee may be required to take a drug/alcohol test by a designated administrator.
2. If reasonable suspicion of illegal drug and/or alcohol use has been determined, the administrator, or designee, will escort the employee to the approved collection site.
3. All tests shall be administered within two (2) hours of notification of the determination of reasonable suspicion.
4. Any employee who refuses to be tested or to consent to the results of the test being released to the school board, shall be considered to have committed insubordination and misconduct in office and shall be subject to termination.
5. Drug and alcohol testing will be performed through the testing of a collected urine sample. Testing shall only be performed by trained personnel and at approved collecting agencies. Proper chain of custody shall be followed.
6. The test site shall follow all guidelines of the Department of Health and Human Services (DHHS).
7. All labs handling the drug/alcohol test shall be approved by the National Institute Drug Association.
8. Laboratory results shall be reviewed by the administrator. The employee may provide to the administrator any reasons he/she may have which would explain a positive test result.
9. Cecil County Public Schools will assume the cost of the initial drug/alcohol test.
10. A copy of these regulations will be provided to the employee by the designated administrator.

Test Results

1. Employees who have been directed to have drug/alcohol tests based on reasonable suspicion shall be immediately placed on administrative leave from their position pending test results.
2. Test results shall be shared with the employee, the Cecil County Public Schools' Human Resources Department and others on a need-to-know basis. The employee shall receive a copy of the laboratory test results and policy GBCB “Staff Conduct: Use of Alcohol or Drugs” in person or by certified mail within 30 days of the date of the test.
3. Employees may make a request to the designated administrator for a second test. The original sample must be used for the second drug test. Any cost incurred for a second test is the responsibility of the employee.
4. Test results shall be released only to the extent necessary for the processing of any of the following actions:
    - There is a grievance concerning the disciplinary action taken because of the test.
    - There is an administrative proceeding such as an unemployment compensation hearing resulting from a positive test.
    - So ordered by a court of law.

5. A test will be considered positive and the employee will be subject to disciplinary action up to and including termination, if the employee:

- Tests positive for any illegal drugs or produces a .02 or higher blood/alcohol level.
- Refuses to go for testing.
- Refuses to empty pockets for test collectors.
- Changes or tampers with the chain of custody/control form.
- Fails to stay at testing site until testing is completed.
- Fails to provide a sufficient amount of urine sample for testing and it has been determined through a required medical evaluation that there is no adequate medical explanation for the failure.
- Has adulterated or substituted test results.

Disciplinary Action

1. Employees who possess, manufacture, distribute, dispense, sell, trade, or offer for sale illegal drugs and/or alcohol, or use illegal drugs and/or alcohol on CCPS property are in violation of both the law and CCPS policy. In all cases, the administrator will notify proper police agencies.
2. Employees who test positive for drugs and/or alcohol shall receive disciplinary action up to and including termination.
3. Employees who test positive, and are not terminated, shall be referred for treatment to the EAP. They may not return to work until the EAP, or their substance abuse licensed therapist, releases them for duty with a successful compliance report and having a negative test. In order to continue employment they must comply with all conditions of EAP or their treatment agency. The employee must consent to up to six (6) unannounced tests for the ensuing twelve (12) months.
4. Employees who receive a second positive drug/alcohol test shall be recommended for termination.
5. Test results will be confidential and maintained by the Human Resources Department..

CHILD ABUSE AND NEGLECT

Book	CCPS Policies
Section	J - Students
Title	REPORTING CHILD ABUSE AND NEGLECT
Number	JHG
Status	Active
Legal	ANNOTATED CODE OF MARYLAND-- EDUCATION: 6-107, 6-202; ANNOTATED CODE OF MARYLAND-- FAMILY L AW: 5-701 TO 715, 14-101. ANNOTATED CODE OF MARYLAND-- SOCIAL SERVICES ADMINISTRATION: 88A Sect. 6(b) COMAR: 07.02.07.06E; 13A.07.01.10, 13A.08.01.08A thru E FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
Adopted	September 12, 1988
Last Revised	November 9, 2015
Last Reviewed	November 9, 2015

RELATED ENTRIES: JHG-RA, JHG-EA, JHG-EB, KNAG
OFFICE: ASSOCIATE SUPERINTENDENT FOR ADMINISTRATIVE SERVICES

REPORTING CHILD ABUSE AND NEGLECT

OBLIGATION TO REPORT

Any employee of the Board or volunteer who has reason to believe that a child has been subjected to **physical abuse or sexual abuse, human trafficking, or child pornography** shall immediately report *such* to the local Department of Social Services or appropriate law enforcement agency, the Principal or Department Head and the Director of Student Services. The report, both oral and written form, shall be made as soon as reasonably possible, but in any case the written report must be made by law within 48 hours of the suspicion of possible abuse to the local Department of Social Services, the local State's Attorney, the Principal or Department Head and the Director of Student Services. The Board encourages written reports to be submitted within 24 hours whenever possible.

Any employee of the Board or volunteer who has reason to believe that a child has been subjected to **neglect** shall immediately report to the local Department of Social Services, the Principal or Department Head and the Director of Student Services. The report, in both oral and written form, shall be made by law as soon as reasonably possible, but in any case the written report must be made within 48 hours of the suspicion of possible neglect to the local Department of Social Services, the Principal or Department Head and the Director of Student Services. The Board encourages written reports to be submitted within 24 hours whenever possible.

Where school personnel or volunteers are unsure whether abuse or neglect has taken place, the situation should be discussed with the local Department of Social Services.

SANCTIONS FOR FAILURE TO REPORT

On the recommendation of the Superintendent, the Board may suspend or dismiss an employee for misconduct in office, who knowingly fails to report suspected child abuse in violation of Family Law Article, Title 5, Subtitle 7 (Child Abuse/Neglect), Annotated Code of Maryland.

Maryland law provides that upon the recommendation of a local board of education, or the Assistant State Superintendent in Certification and Accreditation when the individual is not employed by a local board of education in Maryland, any certificate issued under the State Board of Education's regulations may be suspended or revoked by the State Superintendent if the certificate holder is convicted of a crime involving child abuse or neglect or is dismissed by a local board for knowingly failing to report suspected child abuse in violation of the Family Law Article.

IMMUNITY

Maryland Family Law provides that any person who makes or participates in the making of a good faith report of abuse or neglect or participates in the investigation or in a judicial proceeding resulting therefrom shall in so doing be immune from any civil liability or criminal penalty that might otherwise be incurred or imposed as a result thereof.

CONFIDENTIALITY

Maryland Department of Human Resources (MDHR) regulations require that the identity of the person reporting a case of suspected child abuse and/or neglect shall not be revealed. Protective services staff shall make every attempt to protect the identity of the reporter unless required by court order to reveal the source.

PARENTAL NOTIFICATION

Although the regulations express a preference for parental notification, the school principal or the principal's designee is not required to notify parents or guardians of investigations on school premises involving suspected child abuse or neglect. The Principal, in consultation with the protective service caseworker, may decide whether the parents should be informed of the investigative questioning. It may be determined, for example, that disclosure to the parents would create a threat to the well-being of the child. Absent a compelling reason to the contrary, the principal shall promptly notify the parents or guardians of the investigation.

EMERGENCY MEDICAL TREATMENT

In the event that a child is in need of emergency medical treatment as a result of suspected abuse or neglect, the school principal, in collaboration with the school nurse or other health professional when available, shall arrange for the child to be taken immediately to the nearest hospital. The protective services worker or law enforcement officer should be consulted before taking the child to the hospital when feasible; in cases where the emergency conditions prevent such consultation, the protective services worker should be notified as soon thereafter as possible. In all other instances, it is the role of the protective services worker and/or law enforcement officer to seek medical treatment for the child.

Information contained in school health records needed during the existence of a health and safety emergency may be disclosed without parental consent and without violating the provisions of Federal Educational Rights and Privacy Act (FERPA) of 1974.

REMOVAL OF CHILD FROM SCHOOL PREMISES

The child may be removed from the school premises by a protective services worker or police officer only if

1. Local social services has guardianship of the child.
2. Local social services has a shelter order or a Policy Manual court order to remove the child. (Verification of shelter care order by school personnel can be made by calling the local juvenile services agency intake officer.) A joint decision by the principal and the protective services worker should be made regarding who will notify the parents of the action to remove the child from school. Absent a compelling reason to the contrary, the principal shall promptly notify the parents or guardians of the removal of the child. In the absence of a joint decision the superintendent or the superintendent's designated representative shall insure that prompt notification of removal from school is made to the student's parent or guardian.

INVESTIGATIVE PROCEDURE

Validation of suspected child abuse is the responsibility of the Department of Social Services, assisted by the police. School personnel shall not attempt to conduct any internal investigation or an independent review of the facts. A school employee may, however, briefly question a child to determine if there is reason to believe that that child's injuries resulted from cruel or inhumane treatment, sexual abuse, or malicious acts by the child's caretaker (e.g., What happened to you? How did this happen?). However, in no case should the child be subjected to undue pressure in order to validate the suspicion of abuse and/or neglect. Any doubt about reporting a suspected situation is to be resolved in favor of protecting the child and the report made immediately.

PARENTAL AWARENESS

Parents should be advised of the legal responsibility of school staff to report suspected cases of abuse and/or neglect. In order to facilitate positive interactions between the school and home/community, it is often helpful to inform parents of this before a problem arises. A letter should be sent to all parents at the beginning of the school year.

INFORMATION DISSEMINATION

Information on child abuse and neglect will be disseminated as follows:

1. Provide annual training sessions to all school employees, substitutes and volunteers on child abuse/neglect policies and procedures, symptoms, programs and services, and prevention curriculum.
2. Implement, as a part of the curriculum, an awareness and prevention education program for all students.
3. Initiate a public awareness program for students, parents, and the community at large. Information may be disseminated in school newsletters or with report cards. Presentations may be conducted at PTA meetings and at meetings of other community organizations.

SEXUAL HARASSMENT

Book	CCPS Policies and Regulations
Section	A - Foundations & Basic Commitment
Title	SEXUAL HARASSMENT
Number	ACAA
Status	Active
Legal	ANNOTATED CODE OF MARYLAND -- CRIMINAL: VOL. 2, ART. 27.464 B AND C ANNOTATED CODE OF MARYLAND -- CIVIL: A RT. 49 B TITLE VII OF CIVIL RIGHTS ACT OF 1964. EXECUTIVE ORDER NO. 01.01. 1980.16 (STATE OF MD) EXECUTIVE ORDER NO. 01.01. 1987.20 (STATE OF MD)
Adopted	December 14, 1992
Last Revised	March 1, 1998
Last Reviewed	October 1, 2019

RELATED ENTRIES: AC, GBCBC
OFFICE: SUPERINTENDENT OF SCHOOLS

SEXUAL HARASSMENT

All employees associated with this school system are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the Cecil County Public Schools will be in violation of this policy. Conduct that is harassing to other employees is prohibited and will not be tolerated.

Definition of Sexual Harassment: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance creating an intimidating, hostile, or offensive working environment.

An employee who believes that he or she has been or is being subjected to harassing acts or conduct should bring such acts or conduct to the prompt attention of his or her next-in-line administrator or the Superintendent of Schools.

All complaints will be promptly handled and investigated by the Superintendent or a designee.

STAFF CONDUCT: DATING AND/OR SEXUAL RELATIONSHIPS WITH STUDENTS

Book	CCPS Policies and Regulations
Section	G - Personnel
Title	STAFF CONDUCT: DATING AND/OR SEXUAL RELATIONSHIPS WITH STUDENTS
Number	GBCBC
Status	Active
Legal	Adopted January 1, 1994
Last Revised	December 14, 2009
Last Reviewed	August 2, 2017

RELATED ENTRIES: JHG, JHG-RA
OFFICE: ASSOCIATE SUPERINTENDENT FOR ADMINISTRATIVE SERVICES

EMPLOYEE SEXUAL MISCONDUCT

The Board of Education of Cecil County affirms that all employees and representatives of the Cecil County Public Schools are expected to conduct themselves in accordance with the law and standards of behavior that reflect and support the educational and human relations philosophies of the Cecil County Public Schools.

An individual employed by the Board of Education of Cecil County may not date or have a sexual relationship with any student enrolled in the Cecil County Public School System.

DEFINITIONS

A. Dating may include, but is not necessarily limited to, a social appointment, engagement, or occasion, pre-planned or not, between persons for sexual or social gratification. Dating also may include occasions where the sole or major purpose is for personal pleasure.

B. Sexual Relations may include, but is not necessarily limited to, sexual contact or conduct, in person or through communication, occurring between or involving two or more persons. Examples include:

- Inappropriate touching or fondling.
- Intimate kissing.
- Phone calls, letters, and electronic communications (i.e., tapes, e-mail, chat rooms, etc.) of a sexual nature.
- Allowing, permitting, encouraging or engaging in obscene or pornographic discussion, display, or photography.
- Accepting or giving gifts of a sexual/intimate nature.
- Filming or depiction of a child as prohibited by law.
- Communications that include sexual innuendoes.
- Any kind of sexual penetration; sexual molestation; sexual exploitation.
- Sexual intercourse.

C. Disciplinary Consequences: A violation of this policy by an employee will result in disciplinary action up to and including dismissal.

D. Reporting: An employee who has knowledge or suspects a violation of this policy by another employee must report it immediately to a next-in-line administrator.

RESPONSIBLE USE OF TECHNOLOGY

Book	CCPS Regulations
Section	I - Instruction
Title	RESPONSIBLE USE OF TECHNOLOGY
Number	IIBH-RA
Status	Active
Legal	
Adopted	July 14, 2002
Last Revised	August 11, 2014
Last Reviewed	June 14, 2016

Related Entries: IIBH, EGAA, Cecil County Public Schools Copyright Guidelines
Office: Associate Superintendent for Administrative Services

RESPONSIBLE USE OF TECHNOLOGY

Purpose:
This document outlines the general requirements for Cecil County Public School Policy IIBH: Responsible Use of Technology, which describes the responsibilities of all individuals in using CCPS technology devices and network.

Definitions:
Within the context of this policy, the following definitions apply:

1. CIPA (Children's Internet Protection Act) - http://www.fcc.gov/guides/children-internet-protection-act. The protection measures must block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors).
2. COPPA (Children's Online Privacy Protection Act) - http://www.coppa.org/coppa.htm-it is unlawful for an operator of a website or online service directed to children, or any operator that has actual knowledge that it is collecting personal information from a child, to collect personal information from a child in a manner that violates the regulations.
3. Cloud Storage - is a model of networked enterprise storage where data is stored in virtualized pools of storage which are generally hosted by third parties.
4. FERPA (Family Educational Rights and Privacy Act) - http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html - Federal law that protects the privacy f student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
5. HIPAA (Health Insurance Portability and Accountability Act) - http://www.hhs.gov/ocr/privacy/ - The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information.
6. Productivity Suite - Google Apps for Education
7. Social Media - refers to interaction among people in which they create, share, and/or exchange information and ideas in virtual communities and networks.
8. SPAM - e-mail that is sent to large numbers of people and that consists mostly of advertising.
9. Technology Resource - any hardware device, communication network, software or authorized services provided to CCPS students and staff to use in support of the CCPS educational mission.
10. Terms of Service - are rules by which one must agree to abide by order to use a service.
11. Third Party - is a supplier of software (or a computer accessory) which is independent of the supplier and customer of the major computer product(s).

Use of Technology Resources

General Provisions:

1. The use of any technology device, CCPS owned or personal, on CCPS property means the user is knowingly and willingly participating in the use of CCPS technology resources and agrees to abide by this regulation and all referenced laws, policies and regulations.
2. Users will have no expectation of privacy or ownership when using CCPS technology resources.
3. Use of CCPS technology resources is a privilege. Performing any prohibited activity as outlined in this regulation may result in the loss of that privilege and other disciplinary action.
4. Employees will not reveal student data, employee data, or other CCPS owned data to any third party.
5. All hardware, related components, and software provided for use are considered assets of CCPS. Anyone causing damage to assets may be subject to withdrawal of privileges and other disciplinary actions.
6. All authorized services (email, communication services, internal or external systems, cloud-based services, social networks, etc.) are provided for use in support of education related activities only.
7. CCPS is required to filter internet content based upon requirements of CIPA. Any attempt to bypass content filters is a direct violation of this policy and will result in disciplinary action.
8. Users may not download, install or use any unauthorized software/application within the CCPS network environment. Any software/apps that poses a risk or threat to CCPS, its students or employees will be identified and restricted. Restrictions may include the report disabling of software/apps, disabling or confiscation of a device and subsequent disciplinary action.
9. Students will abide by the Student Rights and Responsibilities Handbook (Policy JF) in all electronic communications, network activity, and online behavior.

User Provisions:

1. Users will not share or divulge their credentials to anyone.
2. Users will not attempt to discover, use, impersonate, share or register the credentials of another user
3. Users will not hack or attempt to gain access to any technology system, service or user device for which a user has not already been granted permission to access.
4. Users will not conduct personal commerce or attempt to profit from the use of CCPS technology resources.
5. Users will report any knowledge of unauthorized activities to a teacher, school administrator or supervisor. All unauthorized activities will be reported to the local and legal authorities, as required by law.

Online Activity

E-mail:

1. Students and employees will be assigned a CCPS e-mail account, a cloud storage drive, a productivity suite, and social tools. These accounts are property of CCPS, and all activity must comply with the Responsible Use Policy (policy IIBH).
2. The primary purpose of the CCPS electronic mail system is for students and staff to communicate with outside resources and collaborate on school related business. Personal business should not be conducted using school system e-mail accounts. At the student level, only high school students will have an activated email account.
3. CCPS electronic mail accounts can be used to create appropriate online accounts in external systems or resources to facilitate instruction, learning, and school business. All students and employees must be aware of and comply with the Terms of Service for those resources.
4. Students and employees are expected to exercise digital citizenship and never disclose their telephone numbers or addresses or those of others in any e-mail correspondence. Account users are responsible for any messages sent from their account.
5. Users should never disclose or share their electronic mail credentials (username and password). As a matter of policy, Cecil County Public Schools staff will never request an individual's username and password via e-mail.
6. Students and employees are expected to report any unauthorized activities, such as SPAM communications or obscene e-mails, to school personnel and will not respond to or download files from unrecognized accounts.
7. Email messages should never cause a disruption to the school environment or normal school operations. Users will never use the CCPS e-mail system to mass notify or SPAM any group of people.
8. Electronic e-mail sent or received is not confidential. Although the Technology Service Office (TSO) of CCPS does not make a practice of monitoring electronic mail, the TSO reserves the right to retrieve the contents of user mailboxes for legitimate reasons: to conduct internal investigations, to comply with investigations of wrongful acts, or to recover from system failures.
9. E-mail is not a secure communication system in that unauthorized access is always a possibility, regardless of the level of security of the e-mail system. CCPS cannot guarantee the security of information communicated via e-mail.

Copyright, Intellectual Property, and Digital Content:

1. Students and employees will adhere to appropriate copyright laws and CCPS Copyright policy EGAA.
2. Digital resources must be used for instructional purposes at the level/school for which they were purchased in accordance with licensing agreements.
3. When students are using free online services/tools to produce content, teachers and staff need to be aware of Terms of Service and instruct students in the proper use of settings to protect students' intellectual property rights and students' privacy.
4. Any proposed digital resource must be reviewed and approved by the Resource Allocation Committee and follow the Instructional Materials Policy (IIA) before it is purchased.

Social Media and Other Communication Technologies

CCPS provides a variety of preferred methods to communicate and connect with families for educational purposes such as School Messenger, Power School, Blackboard, etc. Where appropriate, the district supports the use of social media by employees in pursuit of instructional and educational goals. The district may use social media to connect with students, parents, faculty, staff, alumni, colleagues, and other educators.

The following guidelines will be apply:

1. All third-party social media used will comply with COPPA (http://www.coppa.org/).
2. Due to COPPA, an effort to protect children's privacy, elementary and middle school students should not have accounts on social media and communication sites, and therefore those levels will not communicate with students through social media sites.
3. Students and employees will abide by the published Terms of Service (ToS), licensing, fair use agreements, and privacy policy. If there is not a published ToS or privacy policy then the service cannot be used.
4. Prior to using the Third-Party Social media for CCPS-sanctioned activities, employees will create a plan of action for the use of the third-party social media site and submit to the school principal for approval.
5. The Technology Services Office (TSO) will authorize certain services for use by employees. Employees may request a review for a new service and must gain approval prior to use. Technology services will maintain an approved list of services.
6. The content owner will inform the parents of how the social media is being used, how their children are being contacted online, and the expectations for appropriate behavior.
7. The content owner will inform students of the expectations, appropriate use, and accountability of the social media site.
8. Employees using third-party social media professionally will create an account linked to their CCPS e-mail address and separate from any personal accounts. CCPS e-mail account cannot be used to create any personal social media accounts.
9. When using social media for a professional purpose, employees will identify themselves and CCPS as the employer.
10. Employees must comply with confidentiality obligations imposed by law, including HIPPA and FERPA (Family Educational Rights and Privacy Act.)
11. Employees must adhere to privacy policies and exclude students who have declined to have their pictures used for any purpose by CCPS. Images of students will not be used in conjunction with the student's name.
12. Employees will configure privacy settings of the social media to limit visibility of the content to the intended audience.
13. Copyright policies and regulations must be followed.
14. All posts must reflect classroom activities and no personal comments or personal pictures.
15. Content owners are responsible for monitoring postings and comments to social media and sites and for deleting postings that do not adhere to our policies. Acceptable content may be positive or negative in context to the conversation, regardless of whether it is favorable or unfavorable to the district. Comments that are obscene, defamatory, profane, libelous, threatening, harassing, abusive, infringing of intellectual property rights, invasive of privacy, hateful or embarrassing to another person or any other person or entity are not allowed and should be removed. Owner/Moderator agrees to take all reasonable steps to prevent and eliminate inappropriate comments and understand that it may be necessary to discontinue the use of the social media if such comments cannot be eliminated or prevented.
16. If a person is no longer employed by CCPS, it is the responsibility of the user to delete all social media accounts associated with his/her CCPS e-mail account.

Employee Personal Use of Social Media

Personal Uses of Social Media by employees of the Cecil County Public Schools

Although the official policies and guidelines discussed herein apply to those uses of social media in a person's capacity as an employee of CCPS, it is important to remember that each staff member is personally responsible for the content he or she publishes on any form of social media.

1. There should be clear, and definite differentiation between an employee's personal and professional social media use.
2. Employees should not use their CCPS e-mail address for personal social media accounts.
3. When identifying oneself as an employee of CCPS, either directly or as part of a user profile, employees should conduct themselves according to the district's Responsible Use Policy, Anti-harassment Policy, and Professional Code of Conduct.
4. Employees must comply with confidentiality obligations imposed by law, including HIPPA and FERPA (Family Educational Rights and Privacy Act).
5. Employees are discouraged from becoming "friends" with or interacting with current students on their personal social networking sites.
6. Under no circumstances may the employee use district logos, mascots, or images in personal social media pages without express written consent.
7. Employees should not use the district's name to promote or endorse any opinions, product, cause, or political party or candidate.
8. The use of images or photographs of students on a personal blog, photo sharing site, or social networking web page are absolutely prohibited.
9. Under no circumstances should employees discuss situations involving employee or student discipline on their blog or social networking site.

Bring Your Own Device (BYOD) - High School Students Only

General Provisions:

1. All personal electronic devices will be in silent mode during the school day except under specific conditions outlined in this policy.
2. This policy also applies to academic or disciplinary placements beyond the normal instructional day in accordance with their specific program policies and supervising teachers' discretion. (i.e., Twilight School, Saturday School, Detentions, Field Trips, etc.)
3. Students who elect to bring their own personal devices to school will take responsibility for the device's safety, security, and maintenance.
4. Students engaged in acceptable classroom or acceptable personal use may access the CCPS wi-fi under the terms of use. CCPS filters will be in place. Students are responsible for their behavior while utilizing CCPS technology including Wi-Fi access points and servers.
5. Wi-Fi access may be restricted as deemed necessary for school operations.
6. No phone calls are to be made during the instructional school day without specific approval from administration.
7. At no times are devices to be out in bathrooms or locker rooms.
8. Students and staff may access their personal email, social media, data accounts and similar applications provided they are done so in accordance with this policy.
9. Violations are subject to interventions in accordance with the CCPS Code of Student Discipline.

Acceptable Classroom Use Defined:
Acceptable classroom use with personal devices will meet the following conditions:

1. Teachers have discretion to allow personal device usage in classrooms or during instructional time only when it is appropriate for educational purposes.
2. Teachers will clearly identify when use is acceptable and unacceptable. Unless acceptable classroom use is being allowed, devices are to remain in silent mode.
3. Teachers will clearly identify the educational purpose for use. Classroom activities will be planned so that objectives can be reached without a student being required to use a personal device.
4. Teachers have discretion to allow student to listen to music during independent work via earbuds or headphones.
5. CCPS responsible use of technology policy applies to personal devices while students opt to use them on school property, and during school-sanctioned events.
6. Teachers are responsible for monitoring use as they would during any computer session.

Acceptable Personal Use Defined:

Acceptable personal use will meet the following general conditions:

1. All CCPS and school policies, regulations, and expectations apply as they would for any other communication, media, or other situation concerning appropriate use, language, explicit content, and all other applicable expectations for student behavior.
2. At no time may videos, sound recordings, or pictures be taken, recorded, transmitted, or posted. (This may be allowed only as part of an approved acceptable classroom use activity.
3. Students must keep at least one ear free of headphones or earbuds at all times for safety reasons and to facilitate communication with staff. No external audio is allowed.
4. Acceptable personal use is permitted in common areas. These areas are defined as the school lobbies, cafeteria, auditorium, hallways, stairwells, and other such areas that may be defined by administration. Never bathrooms, locker rooms, or any changing areas.
5. Acceptable personal use in classrooms before or after the instructional day may be permitted at the supervising teacher's discretion.
6. Students may use personal devices for acceptable use at other times or locations with specific administration approval.

Consequences of Unacceptable Use:

Misuse of CCPS technology or a violation of the policy and regulations may result in the user's access privilege being denied, revoked, modified, or suspended. Misuse may also subject the user to further disciplinary action. Any violation of federal, state, or local laws will be reported to the appropriate agencies.

Web Resources for Substitute Teachers

abcteach.com

www.edhelper.com

www.eduhound.com

www.lessonplanet.com

www.educationworld.com

www.mes-english.com

www.free-clipart-pictures.net

freeology.com

gamequarium.com

www.eduplace.com

www.middleschool.net/MainFeatures/subteach

www.schoolexpress.com

teachervision.fen.com

www.teachers.net/info/contacts.html

www.teachingtips.com/index.html

www.biologycorner.com

www.theteacherscorner.net

Thank you for serving Cecil County Public Schools!

If you have questions or concerns please contact Human Resources by phone at 410-996-5555 or by email at humanresources@ccps.org.