SCHOOL DISTRICT OF PALM BEACH COUNTY

SUBSTITUTE TEACHER HANDBOOK

Division of Human Resources

Welcome to the School District of Palm Beach County!

Dear Substitute Teachers,

As we prepare to embark on a new academic year, we extend a warm welcome back to each of you on Team Palm Beach County Schools!

Your role as substitute teachers is absolutely vital to the success of our students and the seamless continuity of learning across our district. You step into classrooms, adapt to diverse environments, and ensure that our students continue to receive the world-class education they deserve, even in the absence of their regular teachers. Your flexibility, dedication, and commitment are deeply valued and play a crucial part in achieving our mission of empowering every student to reach their highest potential.

We are excited about the possibilities this new school year holds and look forward to another year of impactful collaboration. The Substitute Office is here to support you every step of the way.

Thank you for being an indispensable part of our educational community. We anticipate a productive and rewarding year ahead!

Sincerely,

The Substitute Office

Recruitment & Retention

The mission of Palm Beach County School District is to **educate**, **affirm**, and **inspire** each student in an equity-embedded school system.

We view the role of a **Substitute Teacher** as one of the most vital in our school system. Substitutes are crucial to our students' success and to ensuring the continuity of classroom education when the regular teacher is absent. Therefore, we hold high expectations for all employees in this capacity.

As a Substitute Teacher, you'll be held to the same standards of professional conduct as our regular classroom teachers. This handbook includes the **Florida Administrative Code, Principles of Professional Conduct for the Education Profession in Florida**. Please read these principles carefully; we expect your compliance with them at all times.

Please be reminded that the following actions are strictly prohibited and must **never** occur:

- Threatening, touching, or striking a student.
- Solicitation or engagement in:
    - Sexual conduct.
    - Relationships of a romantic nature.
    - Lewd contact.
    - Social Media communication
- Embarrassing a student.
- Making disparaging remarks to or about students.
- Leaving student(s) unattended.
- Using cell phones while students are present.
- Using computers for non-work related matters.
- Visiting inappropriate websites.
- Showing inappropriate videos.
- Engaging in racial, political, or religious discussions with students.

Violation of any of the above, or any principle outlined in our professional conduct guidelines, will result in immediate dismissal.

We truly appreciate your eagerness to serve our students and communities!

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Your Responsibilities as a Substitute Teacher

As a substitute teacher, your primary responsibility is to facilitate student learning activities and provide the best possible service to the students under your care.

Classroom Instruction and Planning

- **Utilize Lesson Plans:** Always use the lesson plans provided by the regular teacher. These plans ensure continuity of instruction, reflecting what students have already learned and where their studies are headed.
- **Addressing Missing Plans:** If you are on a multi-day assignment and the teacher's plans are unavailable, contact the principal or their designee for instructions. If unable to reach them, contact the Department Chairperson for assistance in acquiring lesson plans. Remember to leave copies of any generated lesson plans for the regular teacher.
- **Emergency Activities:** Occasionally, you may be assigned a class outside your expertise or without available lesson plans. It's highly recommended to keep a file of emergency activities to help you manage such situations effectively.
- **Dedicated Work Time:** Dedicate your entire assigned time to working with students. Personal work of any kind should **not** be done during instructional hours.
- **Beyond Maintaining Order:** You are expected to carry out the work of the regular teacher, not merely maintain order.

Professional Conduct

- **Key Prohibitions:** As a substitute, you must strictly adhere to the following:
    - **Do not touch students.**
    - **Do not use profanity or inappropriate statements.**
    - **Do not criticize the school, the teacher, or administration.**
- **Classroom Management:** Observe the principles of good classroom management. Effective classroom control is paramount, as meaningful learning cannot occur amidst confusion.

Engagement and Preparation

- **Making a Positive Impact:** Your initial presence is key to successful classroom management. Self-confidence, resilience, initiative, and resourcefulness are vital. If time allows before class begins, review the day's schedule and familiarize yourself with related activities. When students arrive, introduce yourself and write your name on the board. Try to address students by name; using seating charts or nametags can be helpful.
- **Setting the Stage for Success:** Be prompt, neat, patient, honest, flexible, enthusiastic, and accepting. Encourage students to do their best and commend their efforts when appropriate. Always **be firm, but fair.**

Discipline and Safety

- **Effective Discipline:** Discipline is built on mutual understanding through honest and open communication. **Do not threaten** students with consequences unless you fully intend to follow through.
- **Proactive Management:** Discipline problems are less likely to arise when instruction is valuable, presented engagingly, and students are kept busy.
- **Seeking Assistance:** If you encounter discipline problems you cannot manage, contact the principal or their designee **immediately** for assistance.
- **Leaving School Grounds:** You are <u>not</u> permitted to leave the school to which you have been assigned during your planning or lunch period. In case of an emergency, check with the principal or their designee.
- **Legal Responsibility:** You are as legally responsible for students, equipment, and materials as the regular teacher for whom you are substituting.
- **Safety**: To ensure the safety of all students and staff, all classroom doors and instructional spaces must remain **closed and locked** when occupied by students. Doors may only be propped open during class changes or if a staff member is **actively present at the doorway**—either standing or seated. Please **do not alter or obstruct** locks or door mechanisms in any way that prevents them from securely closing and locking. In addition, each classroom should have the **safest part of the room clearly marked**, and classrooms must be either **locked or actively supervised** during instructional time. Your vigilance and cooperation are essential to maintaining a secure learning environment. Thank you for helping keep our schools safe!

Special Situations and Resources

- **Student Teacher Support:** Should you be assigned to a classroom with a student teacher, you remain on duty in the classroom and are expected to assist the student teacher in any way possible.
- **No Personal Visitors:** Do not have anyone visit you while you are on duty as a substitute teacher. A principal has the right to refuse personal visitors during work hours.
- **Non-Discrimination:** When working with students, refrain from discriminating based on race, sex, religion, or disability.
- **Avoid Harassment:** While substituting in any classroom, refrain from making any statements that could be misconstrued as sexual harassment.
- **Copyright Adherence:** Always adhere to copyright laws. Consult the principal/designee or media specialist for assistance; this mandate is available in every school.
- **Cell Phone Use:** Cell phones should only be used as an emergency communication tool. Do not use the internet unless it is specifically part of the day's instructions.
- **Stay Informed:** You have a school district email. Please check your district email, the Current Substitute website, and the Sub Locator online regularly for up-to-date information.

- **Disclose Limitations:** It is your responsibility to discuss any limitations or restrictions with the substitute contact before beginning an assignment. This ensures you are prepared to provide safety and accountability for students in all situations and at all times.

Reporting to an Assignment: Key Guidelines

To ensure a smooth and successful experience as a substitute, please adhere to the following guidelines:

- **Availability for Calls:** You must be available to answer the phone during call-out periods. The Sub Locator cannot leave messages, so any recorded hang-ups will be marked as “UNAVAILABLE TO SUBSTITUTE” for that specific opening.
- **Campus Access:** To be on any school campus, you must have an active assignment logged in the Sub Locator and wear your District ID badge. Failing to properly document assignments in the Sub Locator will impact your ability to maintain your active status with the School District.
- **Cancellations and Assignment Changes:** In the event of a cancellation, you **must notify the substitute contact at the school immediately.**

  Due to unforeseen circumstances, schools may occasionally be unable to honor the assignment selected in the Sub Locator. In such cases, the school may offer you an alternative assignment. Please be aware that if you decline the school's offered assignment, they are **not required to provide compensation** for the original booking.

  If a **half-day** assignment is canceled after your arrival at the school, and no other assignments are available, you will be compensated for **one hour** of work. For a **full-day cancellation** after your arrival, the school will provide **half-day** compensation. Please note that arriving 30 minutes or more late to a scheduled assignment will result in being sent home for the day **without** pay. We ask that all staff arrive on time to ensure smooth operations.

  As hourly employees, substitutes are only compensated for hours worked and are therefore **not** eligible for compensation while on jury duty. Should you accept a substitute assignment in the Sub Locator for a teacher absent due to **jury duty**, please **verify your email before you leave for the school** in the morning. These jobs are subject to cancellation, and updates will be sent via email.

- **School Logistics:** Familiarize yourself with the location of schools, especially those in your area, along with their opening and closing schedules.
- **Arrival Time:**

  - Arrive at the school at the time indicated on the Sub Locator.
  - If you receive a late call, contact the school to confirm if you are still needed. If so, inform them you will arrive as soon as possible.
  - Please note that substitutes are only paid for the hours they physically work at the school site.

- **Main Office Registration:** You **must** register at the Main Office and record your name exactly as it appears on your Social Security card. This ensures accurate pay verification.

- **Key Exchange for Safety:** For enhanced school safety, School Police recommend that schools exchange a substitute's car key for a classroom key. Your car keys will be returned when you return the classroom key.
- **Understanding Your Duties:**

    - Obtain the teacher's schedule and inquire about any extra duties or schedule irregularities.
    - Understand your responsibilities for lunch duty, class changes, and any other applicable tasks.
    - Substitute teachers are not guaranteed a planning period and are expected to perform all duties assigned by the principal.
- **Locating Resources:** Ask the substitute contact at the school about available instructional materials and how to access them. Also, ascertain the location of discipline referral and accident report forms.

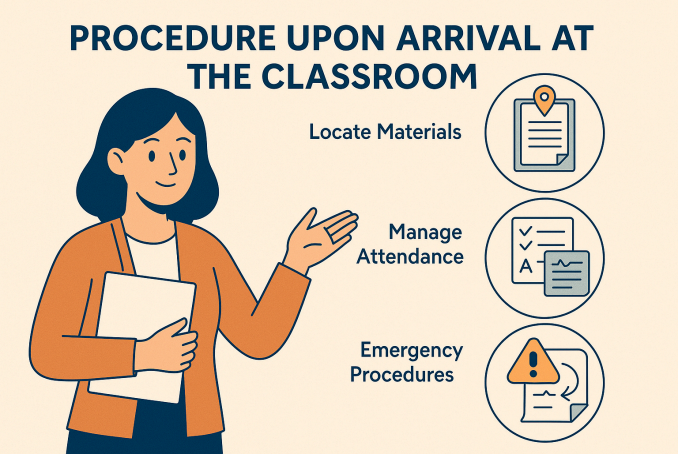
- **Review Daily Information:** Check current notices on the office bulletin board and the substitute information area. There may be special activities planned that will affect the day's usual procedures.

- **Teacher's Mailbox:** Check the teacher's mailbox for any bulletins, messages, or announcements. Personal mail should remain in the mailbox.

Procedure Upon Arrival at the Classroom

Once you arrive at your assigned classroom, please follow these steps to ensure a successful day:

- **Locate Essential Materials:**
  - Find the daily program and any seating charts.
  - Locate the teacher's lesson plans, textbooks, and guides.
  - If these materials are not in the room, request assistance from the main office.
- **Manage Attendance:**
  - Maintain a dated list of absent students.
  - Teachers should ideally provide a folder for substitutes with blank attendance slips and an outline of attendance procedures.
- **Handling Grades:**
  - **Do not record grades in the teacher's official grade book or on report cards.**
  - Keep a separate list of students and any grades you assign. This list can be used for multiple days if you are on a longer assignment.
  - For long term assignments, obtain specific instructions from the school on how and where to record grades.
- **Emergency Procedures:**
  - Familiarize yourself with the school's fire drill procedures, specifically identifying the evacuation route for your students.
  - If no specific instructions are available, confirm the procedure with the principal or their designee.



Items Requiring Office Approval

As a substitute, please be aware that the following situations require direct approval from the main office or principal/designee:

- **Student Readmission After Illness:** A student who has been absent due to a contagious disease **may not** be readmitted to class without permission from the office.

- **Student Questioning or Interviewing:** No outside agency or person (including parents) is permitted to question or interview a student except in the presence of the principal or their designee. You are responsible for ensuring student rights are not violated. **There are absolutely no exceptions to this rule.**

- **Student Early Dismissal:** Students are not to be excused to leave school under any circumstances without permission from the principal or their designee. If you believe a student should be excused to go home, send them to the principal's office. If the student doesn't return to your room, verify that they were permitted to leave.

- **Communication with Parents:** Do not send notes or any other communication to parents without permission from the principal or their designee.

- **Accident Reporting:** Any accident involving students in your care must be reported immediately to the principal or their designee. Please complete and submit an accident form to the principal's office promptly.

- **Student Illness:** Any student complaining of illness should receive immediate attention. Please follow the school's established procedure for addressing student illness.

- **Detaining Students After School:** Do not keep any student after school hours without the permission of the principal or their designee. If a student is to be detained, the approval of both parents and the principal/designee must be obtained before such action is taken.

- **Use of School Equipment:** Check with the school's substitute contact before using any business machines or equipment.

- **Observing Medication:** If you observe medication, **discreetly and immediately** notify the administration.

COMPLETING AN ASSIGNMENT

1. Remain until all of your students are dismissed before leaving the classroom. Do not leave the premises before the scheduled ending time for teachers. **Hours for elementary schools are 7 hours. Middle and high schools are 7.5 hours. However, if you are assigned as an Assistant Behavioral/Physical Needs, Assistant Paraprofessional, or for In-School-Suspension (ISS), you must present 6.5 hours. All of these daily totals include a 30 minute, duty-free, unpaid lunch.**

2. The last few minutes of any class period may be used for putting books and supplies away and picking up paper and litter from the floor. The classroom and desks are to be left in good order.

3. All written work assigned by the substitute should be left for the regular teacher, along with a summary of the day.

4. Return any supplies that belong in the office. Do not take KEYS or

CLASS RECORDS away from the school.

5. You **MUST** sign-out in the Main Office at the end of the day.

Duties and Expectations for All Palm Beach County Teachers

The following are key excerpts from the School Board's policies and rules. These apply to **all teachers** in Palm Beach County, including both regular classroom teachers and substitutes.

- **Work Hours:**
    - **Elementary Schools:** Be present at the school for 7 hours each day.
    - **Middle and High Schools:** Be present for 7.5 hours each day.
    - **Assistant Behavioral/Physical Needs and Assistant Paraprofessionals/ In-School-Suspension (ISS):** Be present for 6.5 hours each day.

    These hours include a 30-minute, duty-free, unpaid lunch.

- **Faculty Membership:** Act as a loyal and cooperative member of the school's faculty.

- **Approved Materials:** Only use textbooks, courses of study, and other instructional materials approved by the School Board.

- **Human Relations:** Practice democratic procedures in all human relations.

- **Policy Compliance:** Observe all School District of Palm Beach County policies.

- **Tobacco Use:** Do not use tobacco in areas typically used by students; restrict use only to areas designated by law.

- **Discussion Restrictions:** Refrain from discussing sectarian views in religion or partisan or sectional views in politics with students.

- **Fire Drills:** Accompany students from the building to the yard during fire drills.

- **Promotional Activities:** Refrain from promoting goods or services, and from advertising or announcing public meetings or entertainment, unless specifically authorized by the School Board through the principal.

Professional Attitude and Conduct

Maintaining a professional, friendly, and cooperative attitude with both school staff and students is essential for a successful day. Your overall demeanor significantly influences how faculty and students receive you.

- **Be Supportive:** Do not criticize the teacher for whom you are substituting.
- **Remain Positive:** Avoid finding fault with the schools where you work, and never make negative comparisons between different campuses.
- **Maintain Strict Confidentiality:** Do not discuss student grades, behavior, or personal challenges unless you are offering compliments or seeking professional assistance from school administration.

Professional Appearance and Demeanor

- **Professional Attire:** Always maintain a professional and neat appearance. Please note that flip-flops, jeans, tank tops, midriff-baring tops, and hats are not acceptable. Shorts are permitted only for Physical Education assignments.
- **Communication:** Use a clear, well-modulated voice and correct grammar at all times.
- **Identification:** You **must wear your Substitute Badge at all times** while on campus. Schools are instructed to deny access to anyone without a visible badge.

CENTEGIX

CrisisAlert™ Quick-Start Guide

Wear Your Badge Every Day.

How to Wear Your Badge

- Place your badge **behind your ID** with the **button facing your body**.
- Wear your badge **above your waist**—clipped to your shirt or lanyard.
- **Do not leave** your badge **unattended or accessible** to others.
- **Do not glue** or attach anything to your badge.
- **Do not scratch, puncture, bend, or otherwise damage** your badge.

Use Your Badge for TRUE EMERGENCIES

Staff Alert
"I Need Help"

Click your badge **three times and stop**—you will receive a short vibration.

3 CLICKS and STOP

Use when you need **individual help**, such as:

- Medical emergency
- Physical altercation
- Suspicious activity

Site responders will be notified. There will be no flashing strobes or sirens/chirps sounding.

The entire site will not be aware of the incident.

Active Assailant
"We Need Help"

Continue clicking your badge until you receive a prolonged vibration.

8+ CLICKS

Use for a **campus-wide emergency or threat**, such as:

- Active Shooter

This will trigger lockdown protocol:

- Strobes will flash red and sirens will sound.
- An intercom message will play, if applicable.
- A desktop alert will appear on computers.

The entire site and security personnel will be notified.

Be Empowered

Know Your Badge. Familiarize yourself with its function and activation process to take charge of your safety.

Stay Prepared. Keep your badge within reach, ready to use when needed. Preparedness makes a difference in every situation.

If You Are Injured at Work

If you experience a work-related injury, please follow these steps promptly:

- **Report the Injury:** Notify the **School Secretary within 24 hours** of the injury, or sooner if possible.
- **Complete Notice of Injury Form:** Work with the School Secretary to accurately complete the **Notice of Injury Form**.
- **Seek Medical Treatment** (If Needed)**:** If medical attention is required, select an **approved Workers' Compensation physician** from the options listed on the Report of Injury Form.
- **Prescriptions:** Refer to **page 2 of the Report of Injury Form** for information regarding prescriptions.
- **Compensation for Lost Wages:** As temporary employees, substitutes do not receive "line of duty days." If you are placed out of work due to an injury, Workers' Compensation will pay for lost wages based on your average weekly wage.
- **Light Duty:** Please note that **light duty assignments are not available** for substitute teachers.

Remember: When in doubt, fill it out!

Understanding Your 401(a) FICA Alternative Plan

Participation is **mandatory** for all School District of Palm Beach County employees not covered by the Florida Retirement System (FRS). If you are a non-FRS employee, you'll be covered by a special retirement plan called the FICA Alternative Plan, a 401(a) plan. This program offers several significant advantages:

Benefits of the FICA Alternative Plan

1. **No Social Security Taxes:** You are not required to pay Social Security taxes while covered by this plan, which can result in more take-home pay.

2. **Fairness & Security:**

    - You'll have an individual account where your contributions are deposited, and from which distributions can only be paid to you.
    - Your account earns a competitive interest rate monthly.
    - The plan's investments secure a higher interest rate than typically available to individual investors, as funds are invested only in the highest quality interest-bearing accounts.
3. **Compatibility & Flexibility:**

    - Participating in this plan will not reduce any benefits you've earned under other retirement plans (including Social Security).
    - Should you leave the plan for any reason before retirement, you have the flexibility to withdraw your account balance or continue to save the funds for future retirement.
4. **Tax Advantages:**

    - Contributions to this plan are made with **pre-tax money**, offering a highly efficient way to save for retirement.
    - Earnings within the plan are tax-deferred, meaning no taxes are paid until withdrawals are made. This allows your savings to grow significantly over time.
5. **Account Statements:** You will receive an **annual statement** detailing your account's activity, allowing you to easily confirm its accuracy and monitor your benefits.

Questions?

If you have any questions about this plan, please contact the plan administrator, **Bencor, at 1-888-258-3422**. Their team is ready to assist you.

Performance Concerns and Employment Status

The principal holds the responsibility for their school's operation and determines a substitute's suitability for their student population. If there's a **performance concern**, the principal or their designee is asked to discuss it with the substitute before they leave the school. However, this isn't always possible.

Therefore, when a principal submits a written request to the Department of Recruitment and Retention, Substitute Office, to have a substitute removed from their school's eligibility list, the following process will occur:

- The principal/designee submits the written request to the Substitute Office.
- The Substitute Office Contact Person will gather additional information from the requesting school if needed.
- This information will be entered into the Sub Locator, preventing the substitute from being called back to that particular school.
- To stay informed about important information, including performance concerns, substitutes **must regularly check their district email**.
- Accumulating three (3) reported concerns from principals may lead to the substitute being blocked from accepting jobs or terminated.
- If several concerns are documented, a substitute may be deemed ineligible to work anywhere in the district. Keep in mind that **not showing up for an assignment you committed to in the Sub Locator will be reported** by the school to the Substitute Office. These instances will be documented and could **impact your ability to secure future assignments** at that school, and may also **impact consideration for termination.**
- The severity of the concerns will determine if termination is necessary.

As a substitute employee, your employment and/or assignments with the School District of Palm Beach County, Florida, are **at-will**, meaning they are at the discretion of the School Board. This employment may be terminated without notice or cause, and there is no guarantee of continuing employment or benefits. If you wish to terminate your substitute employment, please notify the Substitute Office of the School District of Palm Beach County immediately in writing.

Important Reminders for Substitutes

- **Active Status Requirement:** Substitutes must work a total of **15 times during the school year**, to maintain active status. If you do not meet this requirement within Palm Beach County Public Schools, you will be removed from the Substitute Teacher list. Please note that **Charter Schools are NOT considered Palm Beach County Public Schools** for this requirement.

- **Reapplication for Inactivity:** Substitutes removed due to inactivity must **reapply** to regain eligibility. Re-fingerprinting may be required by School Police at the scheduled fee.

- **Compensation:** Your hourly rate was determined during the hiring process based on your educational qualifications. If you obtain additional educational credentials, please submit your official transcripts to transcripts@palmbeachschools.org .

  After submitting your transcripts, **alert the Substitute Office** that you have requested them to be sent to the District. Our office will process your pay rate adjustment upon receipt of the official transcript.

- **Missing Work Hours:** If you believe there are missing work hours on your paycheck, please **contact the school directly for clarification.**

  Should you need further support with this process, contact the Substitute Office. To expedite our assistance, please include your **employee ID number, the name of the school, the dates worked, and the number of hours you believe are missing.**

Required Annual Compliance Courses

Each year, the School District of Palm Beach County requires all employees to complete a series of **mandatory compliance courses**. You'll be automatically enrolled in these courses throughout the school year, and all of them must be finished by their assigned deadlines.

Upon successful completion of all compliance training courses, substitute teachers are eligible to receive an incentive of **$125**, minus standard deductions. This payment will be issued several times during the school year.

Please click here for detailed instructions on how to access the annual mandatory compliance courses.

Sub-One Supplement

The Sub-One supplement is available for substitutes who fulfill long-term assignments in **vacant teacher positions**. These vacancies might occur if a teacher is out on an approved leave of absence, such as medical or maternity leave.

Eligibility and Timing

The supplement is provided during the **last forty-five (45) days of the school year (4th quarter)**, as outlined in the bulletin released annually each March.

To be eligible, the substitute must occupy the **same vacant teacher position at the same work location on a continuous basis for ten (10) consecutive days** before the supplement becomes effective. The additional compensation will begin on the **eleventh (11th) day**. If a substitute is absent on any day during the initial ten days, the consecutive day count will restart until ten consecutive days are completed.

In addition, the substitute must assume **all of the responsibilities of a regular teacher** including:

- Preparation of lesson plans
- Attendance at staff meetings
- Parent/teacher conferences
- Facilitation of student instruction
- Completion of student evaluations.

A substitute who satisfies all of the conditions cited above is entitled to supplemental compensation in the amount of $15 per day and is to be paid for a 30-minute duty-free lunch.

Please note that this supplement does not apply to In-School-Suspension (ISS) assignments.

School Board Policies

Policy Summary

Policy 3.13: Self-Reporting of Arrests and Convictions

This policy emphasizes the critical responsibility of all employees to uphold trust and transparency. Employees must report, in writing, any arrest or criminal charge—including criminal traffic violations—within 48 hours to their immediate supervisor. Convictions, guilty pleas (including no contest), and participation in pretrial diversion programs must also be reported within 48 hours of the court's final judgment. This reporting requirement applies to all employees and to minor traffic violations for those driving district vehicles. Failure to report may result in disciplinary action, including termination. It ensures the district can maintain a safe, trustworthy environment for students and staff.

View Full Policy- **Policy 3.13: Self-Reporting of Arrests and Convictions**

Policy 5.30: Reporting Child Abuse, Abandonment or Neglect

This policy reflects the district's legal and moral obligation to protect children. Any employee who knows or suspects that a child is being abused, abandoned, or neglected must immediately report this to the Florida Abuse Hotline at 1-800-962-2873. Reporting is required 24 hours a day and applies even to suspicions without confirmed evidence. Timely reporting helps ensure student safety and activates necessary investigations to prevent further harm.

View Full Policy-**Policy 5.30: Reporting Child Abuse, Abandonment or Neglect**

Policy 3.19: Prohibiting Discrimination and Harassment

This comprehensive policy ensures all employees and students experience a work and learning environment free from harassment, discrimination, and retaliation. It outlines prohibited conduct based on race, gender, religion, disability, age, sexual orientation, and other protected classes. It defines sexual harassment and other forms of discriminatory behavior, provides examples, and details how to report such incidents. The policy includes protections against retaliation for individuals who report misconduct in good faith. Compliance training and annual acknowledgment are mandatory for all staff. Violations can result in serious disciplinary actions, including termination.

View Full Policy-**Policy 3.19: Prohibiting Discrimination and Harassment**

Policy 3.26: Possession of Firearms on District Property

To maintain a safe and secure learning environment, this policy prohibits any employee, contractor, or visitor from possessing a firearm on school property. Employees who bring firearms on campus or leave them in their vehicles will face immediate disciplinary action, including termination. This rule applies to all individuals except law enforcement officers or those with explicit authorization due to job requirements. Contractors and subcontractors must ensure their employees also comply, or risk losing their contracts. The policy is strictly enforced to protect students and staff from the risks associated with firearms.

View Full Policy-**Policy 3.26: Possession of Firearms on District Property**

Rule 6A-10.081 FAC: Principles of Professional Conduct for the Education Profession in Florida

This rule serves as the ethical foundation for all Florida educators, including substitute teachers. It outlines professional responsibilities to students, the public, and colleagues. Educators must avoid exploiting students, maintain confidentiality, report legal and ethical violations, and avoid any form of discrimination or harassment. Violations of these principles can lead to certificate suspension or revocation. Understanding and adhering to these standards is essential for maintaining the integrity of the profession and creating a respectful, effective educational environment.

View Full Rule-**Rule 6A-10.081 FAC: Principles of Professional Conduct for the Education Profession in Florida**

Policy 2.38: Crisis Response Planning

This policy outlines the actions staff must take before, during, and after a variety of emergency or crisis situations. It defines the District's Emergency Codes and provides specific guidance to ensure safe, timely, and appropriate responses by school personnel. This policy is scheduled for final adoption on July 16, 2025, and replaces the currently posted version.

View Full Policy-**Policy 2.38: Crisis Response Planning**

Policy 2.3817: School Campus and District Facility Security

In accordance with Alyssa's Law, this policy mandates the use of silent panic alert systems—such as hard panic badges—for all school-based employees. Staff must wear and safeguard these devices at all times. The policy details procedures for staff alerts, lockdowns, metal detector screenings, designated safe spaces (hard corners), and the locking of gates and doors during school hours. For added safety, classroom and instructional space doors must remain closed and locked while students are present. Doors may only be propped open during class changes or when a staff member is physically monitoring the entrance. Doors and locks must not be manipulated in any way that prevents secure engagement. Staff receive annual training, and failure to comply with these safety protocols—including misuse or neglect of panic devices or door procedures—may result in disciplinary action. These policies are intended to enhance emergency preparedness and ensure the safety of all students, staff, and visitors on school grounds. View Full Policy-**Policy 2.3817: School Campus and District Facility Security**

School District of Palm Beach County

Non-Discrimination Statement

The School Board of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

The School District of Palm Beach County offers the following career and technical programs, including career academies wherein students may earn industry certification, visit the Programs of Study page for more information as well as a list of classes.

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

Spanish

Comunicado sobre la No-Discriminacion

El Distrito Escolar del Condado de Palm Beach prohibe la discriminacion en la admision, acceso o empleo en sus programas y actividades basandose en la raza, color, nacionalidad, sexo u orientacion sexual, estado civil, edad, religion, discapacidad, informacion genetica, identidad o expresion del genero o cualquier otra caracteristica prohibida por la ley. La Junta Escolar también provee acceso equitativo a Boy Scouts y a otros grupos juveniles designados.

El Distrito Escolar del Condado de Palm Beach ofrece programas técnicos y profesionales, incluyendo las academias de carreras en las que los estudiantes pueden obtener la certificación industrial, visiten la página de los Programas de Estudio para obtener más información, así como una lista de las clases.

La falta de conocimientos del idioma inglés no será una barrera para la admisión y la participación. El Distrito puede evaluar la capacidad de cada estudiante para beneficiarse de los programas específicos a través de pruebas de colocación y consejería, y si es necesario, proporcionará servicios o referencias para preparar mejor a los estudiantes para una participación exitosa.

Creole

Deklarasvon Kont Diskriminasyon

Komite Dirijan Distri Lekòl Rejyon Palm Beach, Florid, entèdi diskriminasyon pandan admisyon oswa pou gen aksè, oswa travay nan pwogram ak aktivite li yo, sou baz ras, koulè, nasyonalite, sèks oswa oryantasyon seksyèl, kondisyon matrimonyal, laj, relijyon, andikap, enfòmasyon jenetik, ekspresyon preferans oswa idantite seksyèl, oswa nenpòt lòt karakteristik lalwa entèdi. Komite Dirijan Distri Lekòl la bay aksè legal tou ak oganizasyon Eskout pou ti gason yo ak lòt kalite gwoup jenn yo idantifye.

Distri Lekòl Rejyon Palm Beach ofri pwogram teknik ak karyè, tankou akademi pou karyè yo kote elèv yo kapab jwenn sètifika endistriyèl. Pou plis enfòmasyon ak pou w jwenn yon lis klas yo, vizite paj pwogram yo.

Si w pa pale anglè byen sa pa p anpeche w patisipe. Distri a kapab evalye kapasite chak elèv pou benefisye plasman apati tès oswa konsèy, epi si nesesè li kapab bay rekòmandasyon oswa sèvis pou byen prepare elèv yo pou patisipe ak siksè.

For Questions Contact:
Professional Growth
Phone: 561-649-6800
Email: janet.peeples@palmbeachschools.org

FY20 NON-DISCRIMINATION STATEMENT

The School Board of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

The persons listed below have been designated to handle inquiries regarding the non-discrimination policies, reports of alleged violations, concerns about compliance, and/or the grievance procedures, etc.

IDENTIFICATION AND NOTIFICATION OF COORDINATORS

Age Act Coordinator

Americans with Disabilities Act (ADA)/ Accommodation
Compensation & Employee Info Services
Kristine Poznick, HR Specialist / ADA
pbsd-ada@palmbeachschools.org
3300 Forest Hill Boulevard, Suite A-152, West Palm Beach, FL 33406
ADA Hotline: 561-434-8360
Phone: 561-424-8612; Fax: 561-357-1176

Equal Employment Opportunity (EEO)

Title IX Coordinator
Professional Standards
Safe Schools
3300 Forest Hill Blvd. Suite A-152, West Palm Beach, FL 33406
Phone: 561-434-8873; Fax: 561-434-8178

Title IX Coordinator

Diomedis Ramos-Cruse
Safe Schools
10600 Okeechobee Blvd. West Palm Beach, FL 33411
Phone: 561-792-8686
TitleIX@palmbeachschools.org

Americans with Disabilities Act (ADA)/504 Students Coordinator

Kimberly Doyle, ADA/504 Manager
Exceptional Student Education
3300 Forest Hill Boulevard, Suite A-203, West Palm Beach, FL 33406
Phone: 561-434-8817
kimberly.doyle@palmbeachschools.org

Americans with Disabilities Act (ADA)/Facilities

Heath Thomas, Administrator I
Building Code Services
3661 Interstate Park Road North, Suite 200, Riviera Beach, FL 33404
Phone: 561-882-1922
heath.thomas.@palmbeachschools.org

Gender Equity in Athletics/Title

Valerie Miyares, Athletic Manager
Support Services
3300 Forest Hill Boulevard, Suite C-216, West Palm Beach, FL 33406
Phone: 561-434-7341
valerie.miyares@palmbeachschools.org

Florida Educational Equity Act Coordinator

Janina Simmonds, Manager
Equity and Wellness
3300 Forest Hill Boulevard, Suite C-316, West Palm Beach, FL 33406
Phone: 561-434-9032
janina.simmonds@palmbeachschools.org

Kindly complete the Acknowledgement Form to confirm your review of the Substitute Teacher Handbook.

We sincerely hope your experience as a substitute teacher is pleasant and rewarding for both you and the students in your charge.

Please do not hesitate to ask for support regarding any aspect of your work.

substituteoffice@palmbeachschools.org