



COLONIAL HEIGHTS PUBLIC SCHOOLS

SUBSTITUTE HANDBOOK

2016/2017 School Year



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Dear Substitute:

The program outlined in this booklet is designed to serve as a management tool to help you, the substitute (teacher, secretary, paraprofessional or nurse), achieve measurable success in the classroom/office. This booklet outlines for you a base to enable you to perform your duties as a substitute and to carry out classroom activities that will ensure the continuous educational growth of our pupils. The principals and their staff are ready to help you achieve the goals of a productive day in our schools and value good substitute teachers.

We are delighted to have your name on our substitute list.

Troy E. Hedblom, CPA, CFE
Assistant Superintendent for Business Services

TEH:bg

Colonial Heights City Schools

2016-2017 Calendar

JULY 2016							AUGUST 2016							SEPTEMBER 2016								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30						
31																						

OCTOBER 2016							NOVEMBER 2016							DECEMBER 2016								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1	1	2	3	4	5	1	2	3	4	5						
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31					
30	31																					

JANUARY 2017							FEBRUARY 2017							MARCH 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	1	2	3	4						
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28	26	27	28	29	30	31					

APRIL 2017							MAY 2017							JUNE 2017							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1							1								1
2	3	4	5	6	7	8	1	2	3	4	5	6	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	7	8	9	10	11	12	13	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	14	15	16	17	18	19	20	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	21	22	23	24	25	26	27	25	26	27	28	29	30		
30							28	29	30	31											



LEGEND

- Holiday
- Student Holiday/Teacher Workday/Staff Development
- End of 9 weeks
- Senior Graduation

Month	Prof. Days	Student Days	Total
August	4	0	4
September	2	19	21
October	0	21	21
November	1	19	20
December	0	12	12
January	2	19	21
February	0	19	19
March	0	23	23
April	0	15	15
May	0	22	22
June	1	11	12
July	10	180	190

Month	Prof. Days	Student Days	Total
August	4	0	4
September	2	19	21
October	0	21	21
November	1	19	20
December	0	12	12
January	2	19	21
February	0	19	19
March	0	23	23
April	0	15	15
May	0	22	22
June	1	11	12
July	10	180	190

Month	Prof. Days	Student Days	Total
August	4	0	4
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November	1	19	20
December	0	12	12
January	2	19	21
February	0	19	19
March	0	23	23
April	0	15	15
May	0	22	22
June	1	11	12
July	10	180	190

Approved: March 22, 2016

Month	Event
JULY 2016	4 Independence Day Holiday
AUGUST 2016	15-26 1 Flex Day - 10 month personnel (8AM-3PM)
	22-26 New Teacher Orientation (8AM-3PM)
	29-31 Professional Development (8AM-3PM)
SEPTEMBER 2016	1-2 Professional Development (8AM-3PM)
	1 Open House - Elementary Gr. 1-5 (3PM-6PM)
	1 9th Grade Orientation (1PM-3PM)
	1 Open House - Middle School Gr. 7-8 (3PM-6PM)
	1 9th Grade Orientation (10AM)
	1 Open House - High School Gr. 10-12 (3PM-6PM)
	2 Kindergarten Orientation (10AM)
	5 Labor Day Holiday
	6 First Day of School
OCTOBER 2016	6 Intrain Report Day (HS, MS, ES)
	10 Parent Teacher Conferences - High School (4-7 PM)
	13 Parent Teacher Conferences - Middle School (4-7 PM)
NOVEMBER 2016	4 End of First Nine Weeks
	8 Student Holiday/Professional Development Day
	14 Report Card Distribution Day
	17 Parent Teacher Conferences - Elementary Schools (4-7 PM)
	23 Half Day Student/Staff Holiday
	24-25 Thanksgiving Holiday
DECEMBER 2016	8 Intrain Report Day (HS, MS, ES)
	16 Half Day Student/Staff Holiday
	19-30 Winter Holiday
JANUARY 2017	2 School Reopens
	16 Martin Luther King Day Holiday
	24-26 Secondary Exams
	28 End of Second Nine Weeks
	27 Student Holiday/Professional Development Day
	30 Student Holiday/Teacher Work Day
FEBRUARY 2017	6 Report Card Distribution Day
	20 Presidents Day Holiday
MARCH 2017	2 Intrain Report Day (HS, MS, ES)
	6 Parent Teacher Conferences - High School (4-7 PM)
	9 Parent Teacher Conferences - Middle School (4-7 PM)
	16 Parent Teacher Conferences - Elementary Schools (4-7 PM)
	31 End of Third Nine Weeks
APRIL 2017	10-14 Spring Break
	17 Report Card Distribution Day
MAY 2017	18 Intrain Report Day (HS, MS, ES)
	29 Memorial Day Holiday
JUNE 2017	12-14 Secondary Exams
	14 Half Day Students
	15 Last Day of School - Half Day Students
	15 End of Fourth Nine Weeks
	15 Graduation
	16 Teacher Work Day

SCHOOL BUILDINGS/ PRINCIPALS & SECRETARIES
DIRECTORS/COORDINATORS

Lakeview Elementary School

401 Taswell Avenue
Colonial Heights, VA 23834
Gr K-5 (804) 524-3**435**
Valerie Wiggins, Principal
Tracie Jones, Secretary

North Elementary School

3201 Dale Avenue
Colonial Heights, VA 23834
Gr K-5 (804) 524-3**430**
Travis Ridley, Principal
Kristi Dixon, Secretary

Tussing Elementary School

5501 Conduit Road
Colonial Heights, VA 23834
Gr K-5 (804) 524-3**440**
David K. Staples, Principal
Allison Krupp, Secretary

Office of Support Services

3451 Conduit Road
Colonial Heights, VA 23834
(804) 524-3**445**
Crystal George, Director
Marde Mott, Support Services Specialist

Food Service Office

3451 Conduit Road
Colonial Heights, VA 23834
(804) 524-3**453**
Aaron Robertson, Food Service Director

Colonial Heights Middle School

500 Conduit Road
Colonial Heights, VA 23834
Gr 6-8 (804) 524-3**420**
William Hertz, Principal
Remus James, Assistant Principal
Lora Brewer, Secretary

Colonial Heights High School

3600 Conduit Road
Colonial Heights, VA 23834
Gr 9-12 (804) 524-3**405**
Kristin Janssen, Principal
James Burnett, Assistant Principal
Debbie Curia, Secretary

Colonial Heights High School

Technical Center
3451 Conduit Road
Colonial Heights, VA 23834
(804) 524-3**405**
John Thomas, Jr., Asst Principal/CTE Director
Debbie Williams, Secretary x 110

Maintenance Department

2600 Woodlawn Ave.
Colonial Heights, VA 23834
(804) 524-3**448**
Kenneth Harrell, Director
Janet Presnell, Secretary

Transportation

Jesse MacClelland, Coordinator
(804) 524-3**400 x31**

GENERAL INFORMATION

Outlined in this section is the information specifically related to personnel policies and guidelines that the substitute employee should be aware of as an employee of Colonial Heights Public Schools.

1. Compensation and Payroll

Teacher with a Bachelors Degree	\$ 75.00 per day
Teacher with 60 hours of college coursework	\$ 65.00 per day
Registered Nurse	\$ 75.00 per day
Licensed Practical Nurse	\$ 65.00 per day
Paraprofessional or Secretary	\$ 65.00 per day
Food Service Worker	\$ 9.25 per hour

Pay day for substitutes is the 15th of each month. The cutoff for payroll is the last day of the **prior** month (***Example: all days worked in October will be paid on the November 15th pay date***). We suggest newly hired substitutes to participate in the Direct Deposit program. Please keep a personal calendar with your days worked so you can verify your pay check.

If a substitute teacher is called to work in the place of an employee who will be absent for more than twenty (20) consecutive days and if this substitute assumes **full** responsibility for the class work, compensation shall be at the daily rate noted above for the first twenty days. All days after the twentieth day will be paid at the daily rate of a beginning teacher (\$214.17). The 20 day calculation will be determined for **each** long term substitute assignment and is applicable only for substitute teachers. In addition, a substitute teacher having taught 20 or more days, consecutively in a long term assignment, may receive sick leave without pay and remain on long term pay rate.

There is no long term rate for substitute paraprofessional or secretary assignments.

2. Work Hours

The substitute shall report 20 minutes prior to the opening of school and may leave school as soon as the students are dismissed in the afternoon and buses have departed.

The arrival and departure times for employees are as follows:

	<u>Arrival</u>	<u>Departure</u>
High School	7:20 A.M.	2:35 P.M.
Middle School	7:30 A.M.	2:45 P.M.
Elementary Schools	8:00 A.M.	3:15 P.M.

*Food Service substitute work hours are variable and are set by the Food Service Director

3. Unemployment Compensation

In agreeing to offer your services to Colonial Heights Public Schools as a substitute, you acknowledge that there is no guarantee that Colonial Heights Public Schools will need your services as a substitute employee a certain number of days throughout the school year, thus no guarantee of a certain amount of money on a monthly basis.

In requesting to be placed on the substitute teacher list, you are acknowledging that the need for substitute employees is directly related to: a) contracted employees' wellness, (b) contacted employee staff development requirements, and (c) other situations outside of the employee's control.

Any effort on your behalf to claim unemployment benefits with the Virginia Employment Commission citing a lack of work as a reason will be vigorously contested by Colonial Heights Public Schools. Individuals expecting to be employed on a regular basis or to earn a specific, regular monthly income should not apply to be a substitute.

4. Personal Appearance and Conduct

In dress, conduct and interpersonal relationships, substitutes, teachers, and other staff members should recognize that they are being continuously observed by students. Their actions and demeanor will be reflected in the conduct of the students. All employees are expected to be appropriately dressed and groomed, and to maintain a standard of conduct which will be worthy of emulation by the students.

5. Authorization for Hiring Substitutes

- A. A substitute may be appointed for any teacher/employee absent or for a vacancy for which no properly qualified person can be found for regular appointment.
- B. A substitute may be called for duty only by the principal or his designated assistant. Employees who are to be absent **may not** make any arrangements for a substitute. Substitutes must be employed from the list provided by the Superintendent and approved by the School Board. Degreed teachers may be given priority for substitute teacher employment.

6. Removal from the Approved Substitute List

Principals are responsible for managing the educational program at their school and have authority regarding substitute assignments. A Principal may request a substitute employee not be assigned to his/her school. In the event of this occurrence, the substitute will be notified. Depending on the cause, this may, or may not, result in the termination of substitute employment with Colonial Heights Public Schools. Reasons such as ineffective classroom management, failure to carry out lesson plans, repeatedly canceling or not showing up for assignments, abusive, profane, or vulgar language, and frequently arriving late are examples of grounds for exclusion. Be aware that if a student is touched in an abusive manner it will be reported to Child Protective Services. Physical abuse is generally defined as "any nonaccidental physical injury to the child" and can include striking, kicking, burning, or biting the child, or any action that results in a physical impairment of the child.

7. Absence During the Daily School Session

Substitutes are expected to remain on the school premises for the contracted school day. In the case of an emergency, the principal must be notified and arrangements made for the class(es) prior to leaving the building.

8. Use of Telephone

School telephones are used only for official business except in the case of an emergency. Cell phones should be turned off during class time.

9. Teacher Paraprofessionals

All assigned duties performed by teacher paraprofessionals must be supervised by a certified teacher (or his/her substitute).

10. Substitute's Report

Substitute reports are handled individually by school location. Please inquire at check-in to see what the particular school requires. See page 11 for an example of a substitute report format.

11. School Closings

Substitutes are not added to the school division all-call list. Please be sure to check local TV and radio stations as well as the school website for closing announcements during inclement weather.

LEGAL RESPONSIBILITIES

1. Supervision of Students

The substitute teacher/paraprofessional who has physical control of a classroom has a duty to keep students safe and orderly. In Virginia, a teacher acts in *loco parentis* – in place of a parent – and is allowed to use his/her judgment in a manner similar to a parent. The standard is the reasonable use of professional judgment for the safety and orderly education of students. Each teacher is required to be with the group of pupils assigned to him/her and to be in place when the pupils assemble after recesses, lunch, or when classes change. He/she is expected to maintain acceptable conduct in the building and on the grounds

2. Child Abuse and Neglect Reporting

Every employee of Colonial Heights School Board who has reason to suspect that a child is abused or neglected or abandoned, shall immediately report the matter to:

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency.

The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report. Any person required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. (See School Board policies GAE/JHG)

3. Dismissal of Pupils

Teacher shall not send pupils off the school premises without the permission of the principal. All requests for students to leave school grounds should be administered through the main office at the school location.

4. Illness of Pupils

Medication should only be administered by the school nurse or other appropriate health personnel designated by the school, not the classroom or substitute teacher. If you know of medication requirements of a student, the health professional should administer these medications.

5. Confidentiality of Educational Records

All educational records and student information is confidential in nature and should not be disclosed in any manner by the substitute. Generally, a substitute teacher should avoid comments about individual students that convey private information such as grades, medical conditions, learning or discipline problems, etc.

6. Grades

A student's grade is a personal matter between the student and teacher. A public announcement within the classroom concerning grades will not be permitted. The grading of homework, quizzes, tests, and classroom papers will be done only by the teacher. At no time will a teacher permit students to grade each other's papers.

7. Discipline

Inappropriate student behavior that threatens or disrupts the learning environment should not be tolerated. If necessary, refer the student to the office. When sending a student to the principal due to discipline matters, the substitute teacher maintains the duties of supervision and due care for both the individual child and the remainder of the class. Proper action may be detailed in the school policy or may require your independent sound judgment. Possible actions include having another child accompany the child, sending a child to bring someone from the office to intervene, contacting the office through the PA system, or having another teacher watch the class while you take the student to the office.

Eating and drinking in the classrooms while classes are in session should not be done by either substitutes or pupils except where lack of space in a cafeteria makes it necessary for some groups to eat lunch in their classrooms. Substitutes should abide by rules set by the principal within the buildings in which they serve.

8. Corporal Punishment

Employees of the Colonial Heights City Schools are prohibited from administering corporal punishment of any type to pupils. (Code of Virginia, Section 22.1-253.12(5); 22.1-280).

9. Detention of Pupils

A. No teacher may deprive any pupil of his lunch period. Pupils may be detained in school for disciplinary or other reasons for not more than thirty minutes in the elementary school and for not more than one hour in the secondary school, after the close of the maximum school day.

B. Pupils, when detained, must be attended by their teachers. When transportation problems are involved, students should be given at least one day's notice prior to detention.

10. Neatness of the Classroom and School Premises

A.Substitutes shall be held responsible for the neatness of their rooms and the safety of the furniture and other equipment during the time they are in charge. Any damage should be immediately reported in writing to the principal.

B.Substitutes shall assist in the inspection of the school premises when requested to do so by the principal.

11. Emergency Procedures

Substitutes must check with school administrator regarding emergency procedures such as lock down, building intruder, etc. General procedures and evacuation route for a Fire Drill or Fire Alarm situation are located in each classroom. In the event of a Fire Drill or Fire Alarm, always be sure to take your class role with you in order to be able to account for every student in your class once outside the building. In a lock down situation, the teacher/substitute teacher is to be sure the classroom door is shut and locked, turn off the light, and have students quietly move the furthest corner of the classroom from the door and remain there until the lock down all clear is given.

12. Identity Theft in the Workplace

“*Identity theft*” occurs when one individual misappropriates another’s identifying information and uses that information for criminal or fraudulent purposes. The majority of identity theft cases involve some type of financial crime; taking out loans, opening new credit card accounts, accessing bank account, or obtaining long distance calling accounts or cell phones in another person’s name. And, there are also more subtle forms of identity theft, such as using another person’s driver’s license, social security or employee identification number to pass background checks, get health insurance, gain security clearance or employment authorization, etc.

Above all else in the general workplace, social security numbers cause the most problems and must be protected. When reviewing, filing, sorting, and copying documents, please make sure they are kept private and out of view to the general public. Our building has lots of visitors and this information could get in the wrong hands without our knowledge if left unattended. A good rule of thumb is to treat this sensitive material as if it were cash -- you would not leave it sitting out.

13. Employee Use of Personal Social Networking Sites

Employees shall make student internet safety, including the protection of students' personal information, a priority. CHPS discourages any employee from establishing an online social networking relationship with a currently enrolled CHPS student on his or her personal social networking site(s), such as Facebook, Twitter, and MySpace. For the protection and safety of both employees and students, employees should consider limiting internet contact and communication with such students to available school division-approved, work related social networking resources made available through the CHPS network. In all use of personal social networking sites, employees should:

- Maintain appropriate professional boundaries and authority as a classroom teacher, administrator, or supervisor;
- Practice online reputation management by considering the personal, professional and social impact of what you post;
- Establish appropriate privacy settings to limit access to personal information contained on your social networking site;
- Establish social networking relationships with caution and consider "unfriending" those who post inappropriate content that may be viewed on your social networking site;
- Refrain from inappropriate electronic communications with students;
- Recognize that students may not exercise good judgment and may use social media inappropriately;
- Avoid the appearance of impropriety;
- Refrain from posting negative information about students, fellow employees or the school division;
- Refrain from uploading inappropriate content; exercise caution when posting links to other Internet or social networking sites and consider ad-free sites for hosting videos to eliminate inadvertent access to inappropriate advertisements and content.

Consequences of Inappropriate Use of Social Networking

All employees are expected to know and are responsible for observing federal and state laws as well as the School Board's policies and regulations pertinent to their work activities. Accordingly, employee use of social networking found to be in violation of one or more CHPS policies, regulations or procedures and/or in violation of any applicable state or federal law may result in disciplinary action, up to and including termination. (See School Board Policies IIBEA-R2/GAB-R2)

HINTS FOR SUCCESS

The substitute's leadership of the classroom or office is defined by his/her classroom and behavior management skills and strategies. The Hints for Success provide some of the guiding principles and skills that have proven to be effective in having a successful and rewarding experience.

- After placing your name on the substitute's list, make a special effort to visit the school(s) and meet the principal(s) before you are called to teach. Use this opportunity to learn as much as you can about the school. Don't be afraid to ask questions.
- You most likely be called on the morning you are needed to substitute. If this happens, be prepared. Have pre-planned ideas for meeting your family needs in just such a situation.
- Arrive at school early and report to the office to sign in and receive your room assignment and Substitute Folder. You may also receive substitute plans from a department head or fellow teacher, or they may be left for you on the teacher's desk. Follow the teacher's plans as carefully and closely as possible.
- Examine the classroom/office. The available materials will help you to select some of your activities for the day. Check to see that the door is unlocked so that students can enter freely. Greet them with a smile!

Nurses: Examine the clinic and locate the medication information if medication is to be administered by you.

Secretaries: Learn how to operate the telephone system, the intercom, and PA system.

- Learn a few names from the seating chart (in teacher's substitute folder) so that you can call these names, asking their owners to do some small jobs upon arrival. The students will be pleased that you know their names. This will be helpful in building rapport with the class.
- Begin class immediately and in an organized manner. You should deal with discipline problems immediately and effectively before they escalate.
- Allow the class to conduct the opening exercises in the usual manner.
- Be enthusiastic--motivate your students. Be flexible and don't be afraid to change the pace. After a sedentary activity, do something involving more movement.
- Should you find yourself with a lesson plan you know nothing about, switch roles with the students. Have the students explain the lesson to you. It will be a valuable learning experience if the students have to present their materials in a clear and meaningful way.
- At the end of the day, leave the employee a note or a summary of what occurred during the day or what the class did that day.
- Complete the substitute's report for the office, if required.
- Let the students know you enjoyed your day with them.
- Leave the room/office in good order (desk straightened, papers neatly stacked, shades adjusted).
- If you decide you would like to substitute often, avoid refusing jobs repeatedly. A school learns to depend on reliable substitutes.

We're glad to have you with us!

2016/2017

I hereby acknowledge receipt and have read an electronic copy of the 2013-2014 Colonial Heights Public Schools Substitute Handbook. I understand that the policies and procedures set forth in the handbook are for informational purposes only and that the employer, in its sole discretion, may deviate from those provisions without warning whenever the employer deems such deviation to be appropriate. I acknowledge my responsibility to faithfully follow the policies and procedures of the Colonial Heights Public School System in all respects.

**ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT
2016/2017**

Each substitute must sign this Agreement as a condition for using the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read the Policy GAB/IIBEA, Acceptable Computer System Use.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulations. I understand that the School Division may access and monitor my use of the computer system, including my use of the Internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Employee Signature _____

Employee Name _____
(Please Print)

Date _____

Please return this signed sheet to the School Administration Office, 512 Boulevard, Colonial Heights, VA 23834, Attn: Human Resources.

SAMPLE SUBSTITUTE TEACHER REPORT

DATE (S) _____

(NAME OF SUBSTITUTE)

FOR _____
(NAME OF TEACHER)

LESSON PLAN

WELL PLANNED _____

LACKING IN DETAIL OR QUANTITY _____

INADEQUATE _____

OTHER _____

TEACHING MATERIALS

Did you have class rolls or seating charts? _____

Did you have all necessary textbooks? _____

Did you have necessary teaching supplies? _____

Specify any teaching materials you would have found helpful:

STUDENT BEHAVIOR

Please specify the general behavior of the class or classes:
(cooperative, interested, uncooperative, etc.) _____

List any specific problem student (s):

Name:

Offense:

Other:

Indicate how we can make your day more satisfactory and the student's day more profitable:

Classroom Teacher's Comment/Initials:

