

PRINCE GEORGE COUNTY PUBLIC SCHOOLS

SUBSTITUTE TEACHER HANDBOOK



2015-2016

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INTRODUCTION

Congratulations! You've decided to become a substitute teacher. Substitute teaching is an important service in our schools. It is a rare teacher who never gets sick or is never out of the classroom. Principals, teachers, parents, and students value good substitute teachers.

The contents of the Substitute Teacher Handbook present information that will be the key to your success as a substitute teacher for Prince George County Schools.



I. General Information

Outlined in this section is information on personnel policies and guidelines that the substitute teacher should be aware of as an employee of Prince George County Schools.

A. Pay Rates and Payroll

With Four-Year Degree	\$ 85.00 per day
Without Degree (<i>60 or more semester hours</i>)	\$ 75.00 per day
With Degree, Retiree from Prince George County Schools	\$ 90.00 per day

The cut-off date for payroll is the last day of each month. (*Example: days worked in October will be paid in the November paycheck.*) Paychecks are issued to substitute teachers generally on the last Friday of the month and will be mailed. Refer to the school calendar for exact paydays.

B. Hours

Substitutes are expected to arrive prior to the start of the school day and to leave after buses have departed. Prince George High School, N. B. Clements Jr. High School, and J.E.J. Moore Middle School are on an alternate day block schedule. Classes meet for 90 minutes every other day.

	<u>Arrival</u>	<u>Departure</u>
Middle School/Ed Center	7:20 A.M.	2:50 P.M.
High School	7:25 A.M.	2:55 P.M.
Jr. High School	7:30 A.M.	3:00 P.M.
Elementary Schools	8:30 A.M.	3:45 P.M.

C. Unemployment Compensation

In agreeing to offer your services to Prince George County Public Schools as a substitute teacher, you acknowledge that there is no guarantee that Prince George County Public Schools will need your services as a substitute employee a certain number of days throughout the school year.

In requesting to be placed on our substitute teacher list, you are acknowledging that the need for substitute employees is directly related to:

1. Contracted employees' wellness
2. Contracted employee staff development opportunities/requirements, and
3. Other situations outside of the employer's control (jury duty, death of a family member, etc.)

Subsequently, Prince George County Public Schools cannot and does not guarantee that you will be employed any specific number of days as a substitute employee

throughout the course of a year or that you will earn a certain amount of money on a monthly basis.

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 Prince George County 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 teacher.

D. Conduct and Dress Code

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.

It is of paramount importance that the members of the staff set good examples in conduct, manners, dress, and grooming.

1. Criteria

The attire of professional employees during the hours when school is in session must be judged in light of the following:

- Dress should reflect the professional position of the employee.
- Attire should be that which is commonly accepted in the community.
- Clothing should be appropriate to the assignment of the employee- such as slacks and sweatshirts for gym teachers.

2. Application

In most circumstances the application of the above criteria to classroom teachers would call for trousers with jacket and shirt, or trousers with sweater and shirt, or trousers with shirt and tie for men; and dress, skirt and blouse, or blouse and slacks or pantsuits for women.

E. Authorization

1. A substitute may be appointed for a teacher who is absent or to fill a vacancy for a position until a suitable applicant can be appointed.
2. It is the responsibility of the principal or his designee to contact substitute teachers. Substitutes may also be contacted by the division-wide substitute secretary. Teachers are not to secure substitutes.
3. Only the persons listed on the Prince George County Schools Substitute list developed by the Personnel Department may be contacted to substitute in county schools.

F. Emergencies

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

G. Telephones

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

H. Paraprofessionals

Some teachers (special education, Title I, and preschool) have a paraprofessional assigned to their classes. All assigned duties performed by paraprofessionals must be supervised by a certified teacher or his/ her substitute.

I. Substitute's Report

Reports are handled on a building-by-building basis. See the principal for the procedure to be followed in his/her school.

II. Legal Responsibilities

An overall consideration when substitute teaching is the legal responsibility of the substitute in the classroom and school. Outlined below are some of the legal responsibilities of the substitute.

A. Supervision Of Students

The substitute teacher 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.

B. Due Care and Caution

A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, as well as following school safety policies and procedures.

C. Release Of Children

Due to possible restraints on who may have custody of a child, children should not be allowed to leave the building during the school day without express consent from the office.

D. Administering Medication

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

E. Confidentiality

It is unprofessional and against the law to disclose confidential information about students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical conditions, learning or discipline problems, etc.

F. 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.

G. 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, or having another teacher watch the class while you take the student to the office.

H. Corporal Punishment

Employees of the Prince George County Schools are **prohibited** from administering **corporal punishment** of any type to pupils. (Code of Virginia, Section 22.1-253.12(5); 22.1-280)

I. Detention

No teacher may deprive any pupil of his lunch period. Pupils may not be detained in school for disciplinary or other reasons after the close of the school day.

J. Dangerous Situations

A substitute teacher is responsible for making sure the learning environment is safe. This includes things such as the arrangement of desks so as not to block exits and proper supervision during the use of potentially dangerous classroom equipment. A teacher must also consider the potential for problems in certain kinds of classes. Planned activities in physical education, science, and career and technical education classes may be uncomfortable for the substitute teacher. In

such cases, the substitute teacher may choose to do an alternate activity which can be conducted safely.

K. Condition of Classroom

Substitute teachers are responsible for the neatness of the classroom and the appropriate use and care of the furniture and equipment during the time they are teaching. Any damage should be reported in writing to a building administrator.

L. School Premises

Substitute teachers shall assist with the inspection of the school premises when requested to do so by the principal.

M. Anecdotal Records

Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel that your actions might be questioned, note that date and time, the individuals involved, the choices for action considered, and the action taken.

III. Hints for Success

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

- Visit each school and meet the principal prior to being called to substitute. Use the opportunity to learn as much as you can about the schools.
- Be prepared. Preplan to meet family needs. You may be called any morning to substitute.
- Arrive at school early, report to the office, and pick up the Teacher's Substitute Folder. If you do not receive the Substitute Folder, you should find it on the teacher's desk. Read it carefully. It will include specific information about the school, the classroom in which you are substituting, and the regular teacher's plans for the day.
- Examine the room. Locate the materials that will be needed for the day.
- Carefully read instructions and/or rules left by the teacher.
- Check to see that the classroom door is unlocked so the students can enter freely.
- Write your name on the board.
- Learn a few names from the seating chart (in the teacher's substitute folder). This will help in building rapport with the class.
- Begin class immediately and in an organized manner. Review expectations and class rules.
- Have students to complete the "Do Now" activity while you check attendance.
- Carry out the teacher's lesson plans to the best of your ability.
- Be over prepared. If students complete the assignments made by the teacher, have activities that you have prepared available for students to complete.
- Leave the teacher a summary of the day and what was accomplished.
- Leave the classroom in good order (desk straightened, papers neatly stacked, shades adjusted, etc.)
- Notify the office and sign out before leaving.

School Buildings and Principals

L. L. Beazley Elementary

6700 Courthouse Road
Prince George, VA 23875
Gr. K-5 733-2745
Robin Germanos, Principal
Priscilla Hicks, Asst. Principal

North Elementary

11106 Old Stage Road
Prince George, VA 23875
Gr. K-5 458-8922
Donna Branch-Harris, Principal
Christine Franchok, Asst. Principal

William A. Walton Elementary

4101 Courthouse Road
Prince George, VA 23875
Gr. K-5 733-2750
Sharon Kushma, Principal.
Stephanie Bailey, Asst. Principal

N. B. Clements Jr. High

7800 Laurel Spring Road
Prince George, VA 23875
Gr. 8-9 733-2730
Christina Romig, Principal
Christopher Wills, Asst. Principal
Christopher Sumner, Asst. Principal

Alternative Education Center

11465 Prince George Drive
Disputanta, VA 23842 733-2748
Mattie Thweatt, Principal

David A. Harrison Elementary

12900 E. Quaker Road
Disputanta, VA 23842
Gr. K-5 991-2242
Christopher Scruggs, Principal
Meghan Burgwyn, Asst. Principal

South Elementary

13400 Prince George Drive
Disputanta, VA 23842
Gr. K-5 733-2755
Robin Pruett, Principal
Susan Braswell, Asst. Principal

J. E. J. Moore Middle

11455 Prince George Drive
Disputanta, VA 23842
Gr. 6-7 733-2740
Stephanie Bishop, Principal
Tana Jones, Asst. Principal
Chrystal Barnwell, Asst. Principal

Prince George High

7801 Laurel Spring Road
Prince George, VA 23875
Gr. 10-12 733-2720
Michael Nelson, Principal
Karen Rhodes, Asst. Principal
Kristina Truell, Asst. Principal
Jeffrey Darby, Asst. Principal

Rowanty Voc. Tech Center

20000 Rowanty Road
Carson, VA 23830 732-4950
Cheryl Simmers, Principal



PRINCE GEORGE COUNTY PUBLIC SCHOOLS

PRINCE GEORGE, VIRGINIA SCHOOL CALENDAR 2015-16

*** August 24-25 – New Teacher Orientation
August 26-September 4 – All Teachers Report
September 8 – First Day of School

Public Schools

- * Teacher Work day
- ** Holiday
- # Staff Development Day
- @ No School for Students
- ? Potential Incident Make-Up Day (if needed)

Approved by School Board 4/20/2015

Nine Weeks Marking Periods

July 2015					January 2016				
Mon.	Tues.	Wed.	Thu.	Fri.	Mon.	Tues.	Wed.	Thu.	Fri.
6	7	1	2**	3	4	5	6	7	8
13	14	15	16	17	11	12	13	14	15
20	21	22	23	24	18**	19	20	21	22
27	28	29	30	31	25	26	27SER	28SER	29SER

August 2015					February 2016				
Mon.	Tues.	Wed.	Thu.	Fri.	Mon.	Tues.	Wed.	Thu.	Fri.
3	4	5	6	7	1*#@	2	3	4	5
10	11	12	13	14	8	9	10	11	12
17	18	19	20	21	15	16	17	18	19
24***	25***	26#	27*	28*	22	23	24	25	26
31#					29				

September 2015					March 2016				
Mon.	Tues.	Wed.	Thu.	Fri.	Mon.	Tues.	Wed.	Thu.	Fri.
1#	2*	3*	4*		1	2	3	4	
7**	8	9	10	11	7	8	9	10	11
14	15	16	17	18	14	15	16	17	18
21	22	23	24	25	21	22	23	24	25
28	29	30			28**	29**	30**	31**	

October 2015					April 2016				
Mon.	Tues.	Wed.	Thu.	Fri.	Mon.	Tues.	Wed.	Thu.	Fri.
			1	2					1**
5	6	7	8	9	4	5	6	7	8
12	13	14	15	16	11*#@?	12	13	14	15
19	20	21	22	23	18	19	20	21	22
26	27	28	29	30	25	26	27	28	29

November 2015					May 2016				
Mon.	Tues.	Wed.	Thu.	Fri.	Mon.	Tues.	Wed.	Thu.	Fri.
2	3#@	4	5	6	2	3	4	5	6
9	10	11*#	12	13	9	10	11	12	13
16	17	18	19	20	16	17	18	19	20
23	24	25**	26**	27**	23	24	25	26	27
30					30**	31			

December 2015					June 2016				
Mon.	Tues.	Wed.	Thu.	Fri.	Mon.	Tues.	Wed.	Thu.	Fri.
	1	2	3	4			1	2	3
7	8	9	10	11	6	7	8	9	10
14	15	16	17	18	13	14	15SER	16SER	17SER
21**	22**	23**	24**	25**	20	21	22	23	24
28**	29**	30**	31**		27	28	29	30	

Days blocked indicate payday

**Holidays:

- July 2 – Independence Day
- September 7 – Labor Day
- November 25-27 – Thanksgiving Break
- Dec. 21 – Jan. 1 – Christmas Break
- January 18 – Martin Luther King Jr. Day
- March 28-April 1 – Easter Break
- May 30 – Memorial Day Observed

School Buildings & Central Office will be closed during Thanksgiving, Christmas and Easter Breaks.
June 11, 2016 – Graduation Day

2015 Summer Work Hours for 12-Month Employees June 15-August 20, 2015 (M-Th)

2016 Summer Work Hours for 12-Month Employees:
June 20-August 18, 2016 (M-Th)

This calendar is prepared for 180 instructional days with full Teacher Work Day hours from 8:00 a.m. until 1:00 p.m. AND full Staff Development hours from 8:00 A.M. until 3:00 P.M. This calendar is not part of the employee's contract. Teachers are contracted for 200 days of which 192 days are reflected.

The School Board reserves the right to modify the calendar.

First Semester

Sept. 17 days
Oct. 22 days
Nov. 16 days
Dec. 14 days
Jan. 19 days
88 days

Secondary Exams: Jan. 26, 27, 28, 29

Second Semester

Feb. 20 days
Mar. 19 days
Apr. 19 days
May 21 days
June 13 days
92 days

Secondary Exams: June 14, 15, 16, 17

Grading Periods

Sept. 8 – Nov. 10 45 days
Nov. 12 – Jan. 29 43 days
Feb. 2 – Apr. 8 44 days
Apr. 12 – June 17 48 days

Report Cards to Parents

November 17, February 5,
April 15, June 23

Interim Reports to Parents

October 7, December 16,
March 2, May 11

*Teacher Workdays

August 27, 28;
September 2, 3, 4;
November 11; February 1 (½ day);
April 11 (½ day)

#Staff Development Days

August 26, 31; September 1; November
3; February 1 (½ day);
April 11 (½ day);

@No School for Students

November 3, 11; February 1; April 11

Teacher Work Day/Staff Development

Combination Days Schedule:
8:00 – 11:00 a.m. – Teacher Work Day
12:00 – 3:00 p.m. – Staff Development

Student Early Release Days – SER (regular hours for teachers)

Jan. 27, 28, 29

Secondary: 11:45 A.M.
Elementary: 12:45 P.M.

June 15, 16, 17

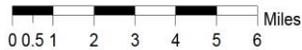
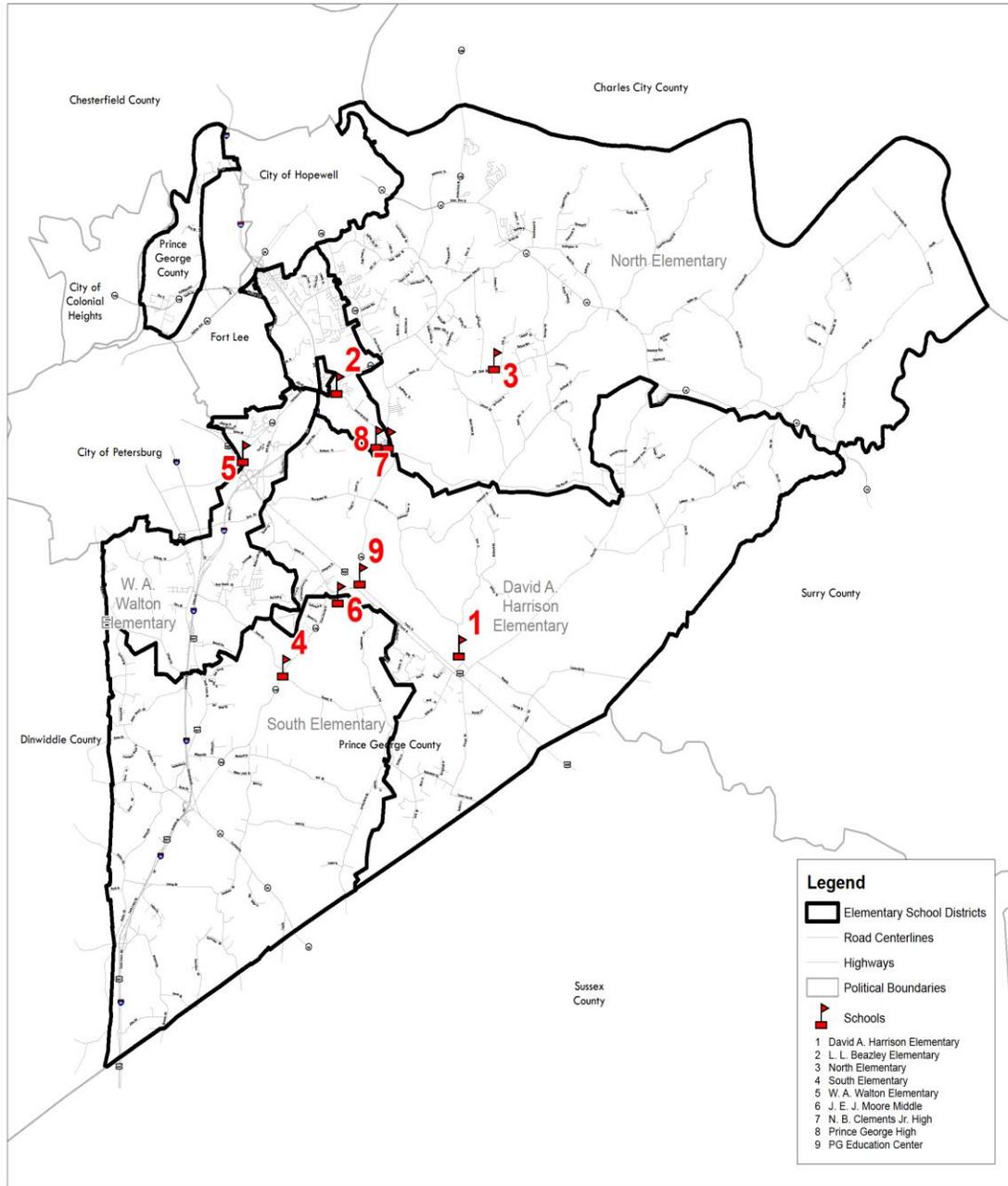
Secondary: 11:45 A.M.
Elementary: 12:45 P.M.

Elementary Parent Conferences

By appointment only throughout the year

August 24 & 25 –
All schools will be open for classroom set up

County of Prince George Schools



8/10/09



DISCLOSURE

The Prince George County School Board does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its educational programs or employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent for Operations, Administration and Personnel; Assistant Superintendent for Instructional Services.