



# **Bartow County School System Substitute Teacher Handbook**

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**July 2022**

Dear Substitute Teacher Candidate,

The primary purpose of this handbook and the substitute teacher training is to help you in your role as you substitute for the regular classroom teacher. When a teacher must be absent, the quality of the instruction provided by the Bartow County School System rests with you, the substitute teacher. We believe that the educational program should continue without undue disruption and want to offer you support in this endeavor.

You will find the information in this handbook to be clear and brief. It was designed specifically for those wishing to be substitutes in our classrooms. We truly appreciate your help in our schools. The handbook includes instructions to help you in any classroom and provides activities to assist you. Please feel free to contact the Human Resources Department at 770-606-5800 should you run into any difficulties or if you have questions with reference to your role as a substitute teacher. Angela Farmer is the Substitute Management contact for the school system.

We extend a special thank you to you from our school system and the teachers who you will be supporting and aiding to provide quality instruction to the students of Bartow County. Your cooperation, flexibility, and support are valued.

Sincerely,

*Macy M. Defnall*

Macy M. Defnall  
Chief Human Resources Officer  
Bartow County School System

## **SUBSTITUTE NOTIFICATION PLATFORM**

The Bartow County School System will be utilizing a web-based substitute management platform in which schools/teachers may contact and secure substitutes for classrooms electronically. This platform enables both the teacher and the substitute to communicate effectively to secure classroom needs.

This platform enables you to receive real time notification of substitute needs, by location and by grade level or content area. You will be able to load the platform app directly to a cell phone, and the app is free of charge to you, our valued substitute. You will be able to accept assignments quickly and utilize the platform to secure jobs at any location you specify through your substitute teacher intake.

As you finalize your application process and placement on the substitute list through Human Resources, you will be provided information regarding the platform and access information.

## **REMOVAL FROM THE SUBSTITUTE LIST**

Once approved by Human Resources, you will be placed on the Bartow County School System Substitute List. This list is distributed on a regular basis to all our schools. Placement on the list is confirmed through the intake process, through Human Resources.

You are placed on the list annually. You will be contacted at the conclusion of each school year to confirm your interest in remaining on the list for subsequent years. A background check is performed prior to placement. This background check is valid for five (5) years.

You may be removed from the list at any time if you wish. You will need to contact Angela Farmer in Human Resources for this to be completed.

You are also subject to be removed from the list by Human Resources upon receipt of a complaint or complaints from school administration regarding a failure to follow protocols, adhere to ethics, or other action that is a violation of school system policy and/or local, state, or federal law. You will be notified by Human Resources in any case where your continued availability is in jeopardy or has been revoked.

## **Duties and Responsibilities**

*\*\*Substitute teachers should be on school campus from 7:30a.m. until 3:30 p.m.*

*Hours may vary dependent upon school needs.*

*Once arriving, take the following steps:*

1. Sign in at the Main Office. Check with the school designee for classroom assistance.  
**\*\*REMEMBER: You will not be paid if you do not sign in and out.**
2. Proceed to your assigned classroom.
3. Allow sufficient time to familiarize yourself with the school campus.
4. Locate the substitute folder/information left by the classroom teacher.
5. Familiarize yourself with the lesson plans, specific directions, and guidelines.
6. Introduce yourself to the teachers around you.
7. Write your name and assignment on the board.
8. Locate a student handbook (if available) and familiarize yourself with the main contents.
9. Greet students as they enter the classroom.
10. Once students are in the room:
  - a. Introduce yourself;
  - b. Verbally tell the students the assignment (show where it is written on the board);
  - c. Require students to stay on task.
11. DO NOT:
  - a. Sit while students are in the classroom;
  - b. Read a book, of any kind, while you are to be monitoring students;
  - c. Discuss your personal life or any questionable topic (sex, religion, politics, etc.);
  - d. Do not discuss any personal information or circumstances of any students you may know outside of school;
  - e. Do not use personal cell or electronic devices while on duty.

12. At the end of the day or class period, the substitute teacher should:
  - a. Take up class work; label the papers by class period;
  - b. Remind students to write homework assignments in notebook/agenda (if applicable);
  - c. Have students clean up around their seats and place trash in the waste basket;
  - d. Leave teacher's desk, books, and room in a neat and orderly manner;
  - e. Remain in the classroom until all students have exited, then move into the halls until they have cleared;
  - f. Turn off lights, etc.
13. Computer use should not take place. Do not allow students to use any equipment unless specifically indicated by the classroom teacher's notes.
14. Please DO NOT plunder through the classroom teacher's personal items or desk drawers. If you are in need of assistance or supplies, contact the grade level or department chair (teacher) for help.

**Key Items to Know at the Elementary Level:**

1. Lunch time/schedule
2. Time for recess
3. Dismissal of school
4. Special duties of the teacher

**Key Items to Know at the Middle and High School Levels:**

1. Bell schedule
  2. Teacher planning period
  3. Use of discipline forms
  4. Lunch duty/schedule
  5. Assigned homeroom (if applicable)
  6. Reporting of attendance and interpretation of attendance sheet
15. If an emergency arises contact the school ASAP.
  16. DO NOT leave school until all students have left for the day and you have checked with the front office/administrator(s).
  17. Substitute teachers are held to the same standards as the regular classroom teacher. These standards include the Code of Ethics for Educators (found on pages 9-11 of this handbook).

## **Emergency Procedures**

### **Fire Drill \*\*\* Tornado Drill \*\*\* Disaster Drill**

Each of our school facilities maintains an individually written plan dedicated to emergency procedures. All plans are periodically updated and may be located in the Substitute Teacher folder.

If a copy is not provided, request a copy of evacuation routes, etc. from the administration.

## **Classroom Management & Discipline**

### ***I. Be Prepared***

Arrive early

**\*\*Confirm the school schedule for your assignment**

Obtain needed information

**\*\*Ask the administrator/lead teacher for any information that may be missing from a plan left by the classroom teacher. For example, lunch schedule, dismissal, etc.**

Scout the classroom; become familiar with your surroundings

Locate needed teaching materials

**\*\*Markers, paper, etc.**

Write assignments on the board along with your name

**\*\*It is important that you introduce yourself and refrain from saying "I am your substitute." Introduce yourself as "Ms./Mr. \_\_\_\_\_ and I will be your teacher for today."**

## ***II. Take Charge of the Classroom***

Start the class on time and with an understanding of mutual respect;

Take attendance immediately;

\*\*Make notes regarding tardy students, etc. for the classroom teacher

Give directions to the students clearly and to the point.

## ***III. Clarify Expectations Regarding Student Conduct***

Use a classroom discipline plan – provided by the classroom teacher;

\*\*Any serious problems should be reported to the administrator(s) as soon as possible. This will minimize classroom disruption and allow you to carry out the plans left by the classroom teacher in an efficient manner.

Give specific directions about actual behavior;

\*\*Show respect and expect it in return

Give specific feedback about actual behavior;

Circulate frequently around the classroom to check that students are on task.

## ***IV. Communicate the Significance of Learning***

Minimize time spent on items not related to the lesson;

\*\*Conversations of a personal nature to and from the students should not be allowed. Keep to the lesson at hand.

Require student attention and participation;

Provide feedback to students if/as they ask about the lesson to be completed;

Provide closure and time to transition at the end of the class period.

## **Dress Code**

**Professional \*\* Appropriate \*\* Neat \*\* Clean \*\* Comfortable Shoes**

A professional looking substitute teacher arrives wearing clothes that are clean, pressed, and appropriate for an educational setting.

You may want to check with the school you are assigned as to specific dress code guidelines as determined by the principal and/or the classroom for which you have been assigned.

The administration of the school reserves the right to ask you to adjust your attire if it is not appropriate for the school setting.

### **Inappropriate Dress**

- Warm up suits
- Wind suits
- Blue jeans with holes, tears
- T-shirts
- Shorts
- Flip Flops
- Leggings
- Jeans (Administration may communicate to you specific approved days for jeans')

### **Appropriate Dress**

- Dress
- Suit
- Slacks with a jacket
- Skirt and blouse
- Slacks and blouse



## **Classroom Tools and Topics for Review**

### ***Cell Phones***

- Cell phones should not be visible;
- Cell phones should not be used during instructional time;
- Use your common sense with regards to emergencies.

### ***Characteristics of a “Good Teacher”***

- Enthusiastic
- Patient
- Sensitive
- Supportive
- Trustworthy
- Organized
- Helpful
- Understanding
- Hard-Working
- Positive Attitude
- Practical
- Good Communicator

### ***Preparation***

- Before working as a sub, ask the principal if you can shadow a teacher for a day to get a sense of the classes and the environment;
- Stay in touch with the school/school system regarding your availability and if any contact information (number, address) changes.

### ***Confidentiality***

- Information that you may be privy to during the school day is confidential;
- Information regarding students should not be shared in the community;
- Students expect and should receive the same respect for privacy that you and I would expect.

### ***Compliance***

- Failure to follow system/school rules could result in the termination of your services as a substitute in our school district – **Board of Education policies may be viewed at [www.bartow.k12.ga.us](http://www.bartow.k12.ga.us).**
- It is very important that you are familiar with rules and regulations and if you have any questions contact the school administration of Central Office.

## **Ethics**

Below is the Code of Ethics for Educators. We believe that those serving in the capacity as a substitute teacher should not only be aware of these important Codes but adhere to these Standards as well.

### **Standard 1: Legal Compliance:**

An educator shall abide by federal, state, and local laws and statutes.

Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession.

### **Standard 2: Conduct with Students:**

An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;
4. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;
5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

### **Standard 3: Alcohol or Drugs:**

An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol.

**Standard 4: Honesty:**

An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting:

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. information submitted to federal, state, local school districts and other governmental agencies;
3. information regarding the evaluation of students and/or personnel;
4. reasons for absences or leaves;
5. information submitted in the course of an official inquiry/investigation; and
6. information submitted in the course of professional practice.

**Standard 5: Public Funds and Property:**

An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. co-mingling public or school-related funds with personal funds or checking accounts; and
5. using school or school district property without the approval of the local board of education/governing board or authorized designee.

**Standard 6: Remunerative Conduct:**

An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

Unethical conduct includes but is not limited to:

1. soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee.

**Standard 7: Confidential Information:**

An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to: 505-6-.01 Page 4

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. violation of other confidentiality agreements required by state or local policy.

**Standard 8: Required Reports:**

An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report.

Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner.

**Standard 9: Professional Conduct:**

An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position; or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

**Standard 10: Testing:**

An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. committing any act that breaches test security; and
2. compromising the integrity of the assessment.

Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

## **Payroll Information**

### **Substitute Teacher Pay Scale**

<b><u>Level I:</u></b>	High School Diploma or GED; Less than 4-year degree; No Benefits	85.00 per day
<b><u>Level II:</u></b>	4-year Degree, In or Out of Field	100.00 per day
<b><u>Level III:</u></b>	Long Term Sub: 4-year Degree, Valid GA Teaching Certificate, In-Field; No Benefits – Works a MINIMUM of 10 Consecutive days for the same teacher	160.00 per day

- When you receive your first check, it is a good idea to verify that all information is correct. Example: Spelling of your name, address, social security number, etc.
- If corrections need to be in personal information, please contact Jennifer Kastensmidt in the HR Department, 770-606-5800 extension 2006.

**Bartow County School System**  
**Substitute Teacher Statement of Assurance**

I, \_\_\_\_\_, have attended an approved Substitute Teacher Training Workshop and fully understand what is required of me as a substitute teacher.

I have read and understand the information contained in the Substitute Teacher Handbook provided for me by the Bartow County School System.

I understand that if my performance is not acceptable, I may be removed from the substitute teacher master list at any time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_