



Rowan-Salisbury

SCHOOL SYSTEM

Extraordinary Education Every Day

**Rowan-Salisbury Schools
PO Box 2349
500 North Main Street
Salisbury, NC 28144
704-636-7500**

SUBSTITUTE TEACHING GUIDELINES

CODE OF ETHICS

COMMITMENT TO STUDENTS:

- Protect students from situations of harm at all times.
- Protect students from situations that may hinder learning.
- Maintain appropriate relationships with students at all times, and in all settings.
- If a substitute has a relationship with a student (boyfriend/girlfriend type), the substitute will be dismissed from employment with the Rowan-Salisbury Schools.
- Make sure there are no instances where your contact with a student can be questioned as one that is inappropriate.
- Discipline fairly.
- Treat all students with respect.
- Do not embarrass or humiliate students.
- Maintain confidentiality concerning medication of students, home issues that you may be aware of and student behavior issues.
- Do not disclose and/or discuss with others, any information that you find out about a student or his family while substituting in a teacher's classroom.
- Maintain confidentiality at all levels unless it is information that you deem harmful to a student's health and well-being. In such instances, contact the school's administration.



COMMITMENT TO THE SCHOOL AND SCHOOL SYSTEM:

- Provide a classroom environment that is conducive to learning.
- Acknowledge students, parents and colleagues as a diverse group.
- Do not abandon contracted professional duties without a good reason and proper (face-to-face) notification to administration.
- If you find you are unable to substitute on a designated day, contact the school and the SAM system immediately. Do not send in your own replacement.

ROWAN-SALISBURY SCHOOLS SEXUAL HARASSMENT POLICY:

- If you have been sexually harassed by a staff member, notify the school principal.
- If you are sexually harassed by the school administration, contact the appropriate individual at central office.
- If you observe, or are made aware of, a student being sexually harassed by a staff member(s) and/or student(s), notify the school principal of such incidences immediately.

ROWAN-SALISBURY SCHOOLS NETWORK/INTERNET POLICY:

- Students are allowed to view educational sites on the internet while they are in school.
- Students should not be viewing any internet sites that may be of a questionable nature by parents, school administrators, or teachers.
- Each student has a password.
- Any site viewed at the school level, can be traced at the central office level to a specific password used in the schools.
- Monitor internet usage at all time. Circulate to deter inappropriate behavior.
- All employees must use the school system network when communicating with students or parents about any school-related matters. Thus, employees may not use personal websites or personal on-line networking profiles, such as MySpace and Facebook, to post information in an attempt to communicate with students or parents about school-related matters. (Policy for Technology Acceptable Use 6-25)

APPROPRIATE ATTIRE:

- Dress for Success! Jeans are inappropriate attire unless authorized by school administration for “special” days.
- Check the Rowan-Salisbury Schools Code of Conduct, for inappropriate student attire.
- Clothing that is inappropriate for students, is also inappropriate for substitutes.
- Do not over dress or under dress while substituting.
- Students should be able to focus on academics while you are teaching them. Their focus should not be on what you are wearing.
- If you are inappropriately dressed when you arrive to substitute, a member of the administrative staff may notify you of guidelines for appropriate dress while substituting. You may also be asked to go home and change clothes.

ATTENDANCE:

- Be on time.
- Arrive a few minutes before the students so you will have time to review lesson plans and classroom procedures.
- Sign in at the office upon arriving so the secretary will know you are on the school campus. Provide proper identification and eligibility card.
- If you find you can't substitute on a job you have accepted, notify the school immediately so they will have time to find coverage for the class until another substitute arrives. Also, contact the SAM system immediately.

DISCIPLINE:

- Punishment that lacks good judgment can result in removal as a sub from a particular school or dismissal from the RSS sub list. Be fair and consistent with discipline.
- Do not threaten students.
- Inappropriate remarks and language could result in the principal sending in a "Do Not Use" form requesting your removal as an approved sub which may also result in dismissal as a RSS substitute.
- There are times when students may misbehave a little when they have a substitute. Every misbehavior does not warrant an office referral. Be flexible; refer major discipline issues to the office.
- Do not punish the entire class because of an incident, or the misbehavior of one student.

**CLASSROOM RULES AND PROCEDURES:**

- Follow lessons plans, classroom rules and procedures left by the teacher.
- If you have questions or concerns about procedures, check with a designated student helper, team or grade level teacher, or the office.
- Do not permit students to do things they are not allowed to do when the teacher is present.
- Students may indicate that they are allowed to do certain things, or that the teacher won't mind if they do certain things. If the teacher did not leave such information in her procedures, it is probably not a general practice in that classroom.
- Remember, you are the "teacher" for the day. You are not there to be a buddy or friend to the students.
- Start your day in an orderly manner with students.
- Avoid "lag or down time". Down time breeds inappropriate behavior. Plan for the unexpected. Reading is always appropriate when you find you have extra time.

- Subs must refrain from using cell phones (i.e. talking, texting, playing games, etc.) during instructional time.

PROFESSIONAL COMMITMENT AND COURTESY ISSUES:

- We are all unique individuals. We should all be treated with respect at all times.
- Please refrain from verbally comparing students, administrators, teachers and schools as you substitute.
- Remember, we all have opinions. Negative opinions that are verbalized have a tendency to hurt individuals and schools. Be a cheerleader for Rowan-Salisbury Schools. Be Positive!

SUBSTITUTE GUIDELINES **IMPORTANT REMINDERS AND KEY POINTS!!!**

- Eligible substitutes must be able to provide their authorized sub card upon arrival at the school. A copy of the sub card should be made when a substitute is at your school for the first time and kept for your records.
- Substitutes are required to sign in and out at the main office with the 1st position secretary / principal's designee. At this time, keys and badges are issued.
- If two substitutes arrive on the same day for the same job, the substitute on the SAM report is the authorized sub for the position.
(i.e. Teacher pre-arranges but incorrectly entered in the system.)
- Upon arrival, a substitute may be asked by the principal to cover another class. The substitute must be willing to work with the principal at his / her discretion based on school needs for the day.
- Substitutes are paid: Full day (7.15 hrs.) / Half day (3.38 hrs.) A substitute cannot go over 29.50 hours a week. This is due to the Affordable Care Act. Substitutes may work:

Example: 3 Full days and 2 ½ days
 or (5) ½ days per week
 or 4 Full days per week

- Substitutes must arrive and depart on time. It is the substitute's responsibility to know of the operating times for each school. Substitutes are not allowed to leave campus for any reason unless authorized by the principal.
- The principal has the discretion to ask the substitute teacher to move to another class due to lack of teacher coverage. The substitute teacher must be flexible and willing to work with the principal as the need arises throughout the day.

- Planning time is included in the 7.15 hour workday. The substitute teacher is not allowed to leave campus during planning time unless authorized by the principal. If the substitute teacher is needed to cover a class during a free period, the substitute is required to do so if asked by the school administration.
- Failure to abide by these guidelines may result in a substitute being put on a school's "Do Not Use" list.
- **Substitutes will be required to work one day every 45-school days (per quarter) to maintain "active" status.**

Substitute Contact Information:

Susan Heaggans
Director of Initially Licensed and Support Services
704-630-6093
Susan.Heaggans@rss.k12.nc.us

Trevis Pinkney
SAMS SmartFind Express
704-630-6085
Trevis.Pinkney@rss.k12.nc.us

Contact Trevis Pinkney for personal data such as

- Name change

The following changes you can make through the Employee Resource Center. The instructions are found under general information.

- Address change
- Phone number
- Bank account for direct deposit

Substitute Employees are Ineligible for Unemployment Benefits...