

Union County Public Schools Substitute Teacher's Handbook



“Preparing All Students to Succeed”

Globalization. Innovation. Graduation.

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

Table of Contents

Absence Management Contact Information.....	Page 1
Frontline Absence Management System.....	Page 2
Profile Changes.....	Page 2
General Information.....	Page 3
Minimum Requirements.....	Page 3
Change in Name, Address, or Telephone Number.....	Page 4
Inclement Weather.....	Page 4
Important Questions.....	Page 5
Suggestions and Exemplary Practices.....	Page 5
Emergency Procedures.....	Page 5
Patient Protection and Affordable Care Act.....	Page 6
Substitute Participation.....	Page 7
Request Removal from Active Status.....	Page 7
Participation to Remain Active.....	Page 7
Part-time Employment.....	Page 7
Assignment Details.....	Page 8
Substitute Teacher Assignment.....	Page 8
Teacher Workday Assignments.....	Page 8
Reporting to an Assignment.....	Page 9
Assignments Canceled by Substitute Teachers.....	Page 9
Assignments Canceled by Schools.....	Page 9
Payment for Canceled Assignments.....	Page 9
Called Late to an Assignment.....	Page 9
Reassignment.....	Page 10
Trading Assignments.....	Page 10
Multiple Day Assignments.....	Page 10
Discontinuation of Service by School Administrator.....	Page 10
Salary and Payment Procedures.....	Page 11
Pay Schedules.....	Page 11
Salary Rates.....	Page 11
Benefits.....	Page 11
Unemployment Benefits.....	Page 11
Substitute Effective Teacher Training (SETT).....	Page 11
Payroll Calendar.....	Page 12
Medications and First Aid.....	Page 13
Asthma and Allergies Care.....	Page 14
Standards of Conduct.....	Page 15
Staff Responsibilities.....	Page 15
Appropriate Attire.....	Page 15
Confidentiality.....	Page 15
Discrimination and Harassment.....	Page 15
Sexual Harassment.....	Page 16
Grievance.....	Page 16
Injury and Loss Prevention.....	Page 16
Electronics Usage.....	Page 16
Social Media.....	Page 16
Corporal Punishment.....	Page 17
Alcohol and Drug-Free Workplace.....	Page 17
Use of Tobacco Products.....	Page 17
Criminal Arrests and Convictions.....	Page 17
Classroom Management.....	Page 18
Resources.....	Page 19

Contact Information

Find the UCPS Substitute page	http://www.ucps.k12.nc.us/Page/3091
Automated System-24/7	800-942-3767
Frontline Absence Management Website	https://login.frontlineeducation.com
Substitute Program Office Email Address	elaine.cox@ucps.k12.nc.us
Substitute Program Office	704-296-5176
Substitute Program Office Fax Number	704-289-9154

Mailing address:

Union County Public Schools
Attention: Elaine Cox
400 North Church Street
Monroe, North Carolina 28112

Additional resources and general information regarding Union County Public Schools are available on the **UCPS webpage** <http://www.ucps.k12.nc.us/>



Frontline Absence Management System

Union County Public School District uses an automated substitute/employee program, Absence Management System to handle the assignment of substitute teachers and the reporting of staff absences. Newly approved substitute teachers are required to attend a substitute teacher orientation prior to entering the classroom. The orientation covers an overview of the automated system and the policies and procedures.

The Absence Management Program is an interactive voice response and an internet based system designed to promote the efficient assignment of substitute teachers based on the preference of schools where you wish to work. Users interact with the computer system by telephone while a narrator prompts them through the process of absence reporting, accepting and canceling assignments, reviewing assignments, and other related functions. All new subs must first register with Frontline Absence Management. You may then access your profile through a link from the UCPS Home webpage under “Shortcuts for Employees” or by calling the system at 800-942-3767.

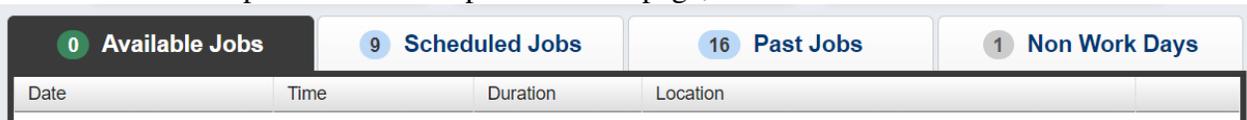
The Absence Management Program provides numerous benefits for teachers, administrators, office support personnel, and substitute teachers. Teachers can report absences 24 hours a day, 7 days a week. By calling or going online, teachers can determine if their absences have been filled. Administrators can create priority lists of substitute teachers based on need and staff preferences. Office support personnel can determine who will be absent from their school, along with information about assigned substitute teachers. Substitutes can call or go online to the system at any time to check for open jobs, and modify their profile account settings to include updating their daily availability. The system also makes outgoing calls to substitute teachers to fill absences during scheduled call - out periods in the morning and evenings.

For additional information regarding Absence Management, substitutes are encouraged to visit the HELP features on the website.

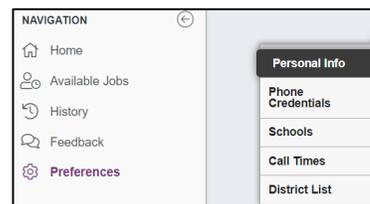


Profile Changes

Substitute teachers are responsible for keeping their automated profile current. The information contained in the profile determines the schools where assignments will be offered to the substitute. Absence Management offers assignments to everyone unless specific schools are listed in a substitute teacher's profile. From the profile Home page, substitutes can access



Routine tasks such as changing the days you are available to accept assignments, modify call times, select preferred school locations, view and change the PIN and/or contact number, all can be modified under the Preferences section of your profile.



General information

The Union County Public Schools (UCPS) Substitute Teacher Handbook is a resource available to individuals who have been approved by the Board of Education to substitute in UCPS. The Substitute Handbook is an outline of policies and procedures to which substitutes should adhere. All substitutes are required to familiarize themselves with the content of this handbook.

As a substitute teacher of UCPS, you are important to students, school staff and the community. In your role, you must be able to provide supervision and maintain continuity of a regular school day. The absence of the regular classroom teacher can cause an interruption of the educational program, but you can minimize the interruption by providing a positive educational experience. This guide will provide you with some ideas and information to help with classroom management. Should you have questions regarding this handbook, you may contact the Human Resources Substitute Program Office.

Substitutes may accept assignments on an as needed basis and are not guaranteed a minimum or maximum number of days for employment opportunities. Substitute teachers are to ensure a proper learning environment for the students in the absence of the regular teacher. Therefore, it is imperative to exhibit sound judgment and provide the best supervision possible.



Minimum Requirements

Applicants must have a valid or expired teaching license from any state in the United States or documentation of a two or four year college degree. Any exceptions to these requirements must be requested by a principal and approved by Human Resources. All substitute teacher applicants must have a satisfactory criminal records check on file before being approved by the Union County Board of Education.

Substitutes must be approved by Union County Board of Education and adhere to the requirements of the school administrators.

Change in Name, Address, or Telephone Number

The Change of Address/Name form can be found on the Union County Public Schools Substitute webpage (*link on page 1*) or you may login to the Union County Public Schools website and select Human Resources, then Substitutes. This will ensure the proper handling of communications and mailing of paychecks.

Inclement Weather

In the event of inclement weather, substitute teachers should monitor local news broadcasts and the UCPS homepage for updates on school closings and delay openings. In cases when school start time is delayed, the substitute will adjust their report time of the job according to the delay time. If school is canceled prior to the start of the official school day due to inclement weather, substitute teachers will not report or be compensated for that day. When the school is canceled after the start of the official school day, substitute teachers who are present at work will be compensated for a minimum of half day's pay based on hours worked.



Important Questions to Ask Upon Arrival

- ✓ Let the office staff know who you are and for which teacher you are assigned.
- ✓ Ask what is the phone extension to the office?
- ✓ Are there special events scheduled for the day or week, such as a school performance, events, or emergency drills.
- ✓ What are the procedures for issuing hall passes, admitting latecomers and granting permission to leave class?
- ✓ Are the students allowed to have cell phones?
- ✓ Do I need any specific information for this class?
- ✓ May I get a lesson plan from the office if the teacher did not provide one?
- ✓ Are there any students in this class with medical or special needs?
- ✓ Will any students need to transition to another class for other services?

Suggestions for Classroom Practices

- Greet the teachers in the nearby classrooms before class or during a break.
- Greet students at the door with a smile and a pleasant “good morning”.
- Always treat students equally, with dignity and respect.
- Keep discussions on the lesson topic and follow the lesson plan as closely as possible.
- Maintain a firm, but respectful demeanor with students who misbehave.
- Be aware of interactions among the students by walking around the room.
- Address discipline problems quickly. Refer to any instructions provided by the teacher.
- React calmly and assertively to any disruptive situation.
- Be flexible to changes or request from the administration that may interrupt the day from the way you had planned.
- Use appropriate language and references when communicating with students.
- Motivate students by being positive and encouraging.
- Do not leave students unsupervised at any time.
- Prepare a note to the teacher of the day’s activities providing positive feedback and any discipline issues.
- Leave the classroom clean and organized as it was that morning.

Emergency Procedures

- Fire – Class walks single file out of the building. Substitute is last one out of the room and closes the door.
- Tornado – Class walks single file to the designated area of the school. Substitute is last one out of the room and closes the door. Class should sit on the floor facing the wall and quiet.
- Lock Down – Clear the hall and lock the classroom door. Class is to remain quiet and hidden from view.

Patient Protection and Affordable Care Act (PPACA)

To: All UCPS Substitute Teachers

From: Human Resources Department

Date: December 3, 2014

Subject: Impact of The Patient Protection and Affordable Care Act on Substitute Teachers

On January 1, 2015, the employer mandate and applicable penalties under The Patient Protection and Affordable Care Act (PPACA) will take effect. For purposes of the PPACA, full-time employment is defined as an average of 30 hours or more per week or 130 hours per month. Effective January 1, 2015, employers who do not offer their full-time employees affordable health care coverage may be fined.

UCPS relies heavily on substitute teachers to continue high quality instruction during periods when staff members are absent or on an approved leave. The PPACA's definition of full-time employment is broad and could apply to a large number of our substitute teachers. Additionally, the penalties leveraged by the PPACA are costly and would be debilitating to our budget. Given the constraints imposed by the PPACA and our need to ensure the continuity of our substitute teaching program, UCPS will limit the work hours of substitute teachers to 29 hours or less each week. **The 29 hour limit will take effect January 1, 2015.**

What do I need to do after January 1, 2015?

Your status as an approved substitute teacher will not change. You should continue to utilize the system to view and accept jobs. Beginning January 1, 2015, Absence Management is programmed to limit your work hours to the 29 hour weekly limit. The Absence Management system will not allow you to accept a job if you have already met your hourly limit that week. Your hours will be reset at the beginning of each work week.

A school called me directly and asked me to sub. Is this OK?

No. Beginning January 1, 2015, you are required to use the substitute Absence Management program to accept substitute teaching jobs. School administrators have been informed of this change and must also rely on the program for substitute scheduling. **You are solely responsible for ensuring that you do not exceed the 29 hour limit per week.**

I do not need health coverage through UCPS. Can I waive my right to coverage if I qualify as a full-time employee under the PPACA?

No. UCPS will not permit substitute teachers to work full-time for purposes of the PPACA.

I typically work 30+ hours as a substitute with UCPS. Is there any way I can increase my work hours as a UCPS substitute teacher?

Beginning in January 2015, UCPS will post several positions for full-time certified substitute teachers. These are permanent, full-time positions and will cover long-term leaves throughout UCPS. Watch the UCPS website for these job postings.

Substitute Participation

Request Removal from Active Status

A substitute who no longer wants to serve as a substitute teacher should notify the HR Substitute Program Office advising of an effective date and the reason to be removed. The substitute's status will be changed to inactive and his or her name will be removed from the call out list.



Participation to Remain Active

Substitute status is not required to be updated each school year. Your status will not be changed or deactivated except by your request or for non-participation of one year. In order for substitutes to keep an active status in the system, he or she will have to substitute throughout the school year. Non-participation as a substitute for one calendar year will cause a break in service and removal from the active substitute list. In certain situations, a substitute may be required to resubmit a new substitute application to be placed back on the list. The procedures in place at that time would determine appropriate requirements to become reactivated.



Part-time Employment

Substitutes are not allowed to work in another capacity in addition to the substitute position. Even though hours may not exceed the part-time limit, the district has determined that employment and substituting are separate. Only one position may be held at a time in one capacity or the other.

Assignment Details

When Absence Management offers an assignment by phone, it will provide details about the job that will help you determine to accept or decline the job. This information will include the name of the school and teacher, the subject area, special instructions, the assignment date(s), and the daily start and end times. It is not permissible to leave the school until the hours of the job are fulfilled. There are some instances in which the substitute may be required to cover additional duties for the day (i.e. cafeteria or bus duties), but only within the hours of the original assignment.

Substitute Teacher Assignments

All substitute teacher assignments must be recorded in Absence Management. Assignments can be offered through the following:

1. The program will contact the substitute during regular call-out times.
(5:30 to 11:30 am) and (4:00 to 9:00 pm)
2. Call into Frontline or review the available assignments on the website.
3. A teacher prearranges a specific substitute to their absence assignment.

Regardless of the method in which an assignment is offered, the substitute teacher should be sure to have a job number for every assignment. The job number provided by the Absence Management Program uniquely identifies each assignment.

Teacher Workday Assignments

Substitute teachers are requested when there is an absence or vacancy available. If an assignment is accepted on an annual leave day or teacher workday, that assignment will be canceled. Substitutes typically do not work when students are not scheduled to be in school.



Assignments Canceled by Schools

At times, the school may need to cancel assignments after they have been accepted by a substitute. When this occurs, every effort will be made to notify the substitute teacher. An email message will be sent to the substitute when a status change is made to an assignment. The substitute may then choose a different assignment for that day.

Payment for Canceled Assignments

Substitutes who are not notified of an assignment cancellation prior to arriving at the school, on the day of the job assignment, would be compensated a half day's pay only if an alternate position is not available. You should speak with the school's bookkeeper to ensure they are aware of the situation.

Called Late to an Assignment

Due to the duration of the morning call-out period, substitute teachers may be contacted for an assignment after the start of the school day. If the substitute chooses to accept an assignment that is already in progress, it is the substitute's responsibility to notify the school immediately of the job acceptance. If the school no longer requires a substitute to report, then the job would be canceled.

Reporting to an Assignment

A substitute should familiarize themselves with the location of every school in their profile. This will ensure a timely arrival when reporting to the school. You should arrive no later than the specified assignment start time. For new assignments, allow extra time to sign in at the office and collect any necessary information before going to the classroom.

Assignments Canceled by Substitute Teachers

- Once an assignment has been accepted, it is critical to either fulfill the commitment or cancel the job in a timely manner.
- If after accepting a job you need to cancel, the job must be canceled in Frontline before 2 hours prior to assignment start time. To cancel, login to the website or call the system and select the prompt to cancel the job.
- Call the school's bookkeeper to report the cancellation of a job if the assignment is within the window of the two hour start time.
- If a substitute accepts a job and cancels on the same day of the assignment, other assignments will not be allowed for the remainder of that day. Repeated failure to fulfill accepted assignments puts a hardship on the school and may result in a disruption of the substitute's eligibility at that school.

Reassignment

Each administrator has a right to reassign a substitute to cover other classes or areas of the school including changing the classroom assignment. Based on the best interest of the school's needs, an administrator may also assign a substitute during the planning period to cover another class.

Trading Assignments

It is not permissible for a substitute "to trade" assignments. Once a substitute has accepted an assignment, it is their responsibility to fulfill that assignment.

Multiple Day Assignments

An absence assignment may be posted for multiple days. A substitute can only accept assignments when they are available to substitute for the entire designated time period of the assignment. The only exception to this would be if alternate arrangements are made with the school in advance of the start date.

Discontinuation of Service by School Administrator

Administrators are responsible for educational programs at their school locations and have full authority regarding a substitute teacher's assignment. If an administrator has reason to believe a substitute is not suited for that school, the administrator may submit a written request to the HR Employee Relations Department for removal of a substitute teacher at any time. A letter would be mailed to the substitute as notification of the request for removal. Based on the severity of the circumstances and/or the number of requests received from school administrators, a substitute could be restricted from eligible employment status with Union County Public Schools.



Salary and Payment Procedures

Pay Schedules

All employees are paid on a monthly basis. Jobs worked within one month will receive payment the following month. Payment will be cumulative of all the jobs submitted from each school to the Payroll Department. Assignments accepted through Absence Management are compensated as a full-day or half-day, which is determined by the hours actually worked. A full day equals 7 ¼ hours and a half day equals 3 ½ hours worked.

When a substitute holding a teaching license fills a Teacher Assistant position, the certified substitute will be paid the non-licensed rate of pay at \$86.00 for that assignment.

Salary Rates

The substitute teacher daily rate of pay ranges are listed below:

- \$80.00 – Non-licensed substitute teacher with a college degree
- \$86.00 – Non-licensed substitute teacher who have participated in a Substitute Effective Teacher Training
- \$103.00 – Licensed substitute teacher

Direct deposit is required for all employees. The first month you receive a paycheck, it will be mailed to you. Direct deposit is not activated until the second paycheck. Once the direct deposit is activated, a check stub will continue to be received in the mail. Keep all check stubs for your records.

If you have any questions concerning your paycheck, you should contact the bookkeeper of the school regarding your inquiry. Substitute teachers are responsible for maintaining their schedule of assignments and subsequent payment for those assignments.

Benefits

Substitute teachers serve on an as needed basis and are not eligible to earn leave, participate in the retirement system, or receive/purchase health benefits.

Unemployment Benefits

Substitute teachers for UCPS do not qualify for unemployment benefits because their designation by the state is that of a random employee. The N.C. General Statute that covers this is G.S. 96 – 13(b)(1)a.

Substitute Effective Teacher Training (SETT)

SETT is a classroom management model for substitute teachers who do not hold or have not held a teaching license. Obtaining a SETT Certificate will increase the salary rate to the mid-range rate. Substitutes may take SETT courses that are offered through any community college. **UCPS does not offer SETT at this time.**

Substitute Payroll Calendars

For current calendar year and specific payroll dates, refer to
<http://www.ucps.k12.nc.us/Page/5862>

Traditional Schools

If You Work Between These Dates:	You Will Get Paid The Following Month
Frist day - Aug. 31	September
Sept. 1 – Sept. 30	October
Oct. 1 – Oct. 31	November
Nov. 1 – mid Nov.	December
Mid Nov. – Dec. 31	January
Jan. 1 – Jan. 31	February
Feb. 1 – Feb. 27	March
Mar. 1 – Mar. 31	April
Apr. 1 – Apr. 30	May
May 1 – Last day	June

Year-Round Schools

If You Work Between These Dates:	You Will Get Paid The Following Month
First day – July 31	August
Aug. 1 – Aug. 31	September
Sept. 1– Sept. 30	October
Oct. 1 – Oct. 31	November
Nov. 1 – mid Nov.	December
Mid Nov. – Dec. 31	January
Jan. 1 – Jan. 30	February
Feb. 1 – Feb. 27	March
Mar. 1 – Mar. 31	April
Apr. 1 – Apr. 30	May
May 1 – Last day	June

Contact for Information

If you have any questions concerning your paycheck, please contact the bookkeeper of the school regarding your inquiry. For **general payroll, deposit information /tax inquiries**, contact the payroll receptionist at 704-296-0811 who will direct your call to a payroll specialist.

Medications and First Aid

Students may not administer or be administered medication (prescription or over-the-counter) on school grounds without written authorization and instruction as set forth in Board of Education (*Refer to Board Policy 3 – 19, Administration of Medicines*). However, employees should give emergency health care when circumstances indicate that any delay may seriously worsen the physical condition or endanger the life of the student and to perform any other first aid or lifesaving technique in which the employee has been trained in a program approved by the State Board of Education, unless the student has an Individual Health Care Plan which provides otherwise. The administration periodically will provide access to such training programs.

Diabetic Care

Students who are type 1 diabetics should have access to diabetes supplies and diabetes treatments as defined in their Individual Health Plan. Students are allowed to carry diabetes supplies with them at all times. Every school has a nurse and/or a **Diabetes Care Manager (DCM)** who is trained to provide care. If you have a diabetic child in your class, you should be sure to make contact with the nurse or DCM to let them know that you are a substitute for that day. Find out how to reach them in the event of an emergency.

Hyperglycemia (High Blood Sugar) occurs when the body gets too little insulin, too much food, or too little exercise. Hyperglycemia may also occur when a child has an illness, such as a cold or is under extreme stress. Signs and symptoms of high blood sugar are:

Extreme hunger	Extreme fatigue
Frequent urination	Excessive thirst
Irritability	Blurred vision

Hypoglycemia (Low Blood Sugar) occurs when meals are late or missed, too much exercise or activity, or a reaction from too much insulin.

Low blood sugar happens when the body does not have enough sugar in the blood. It presents the greatest immediate danger to people with diabetes, which can be life-threatening. Watch for changes in the student's behavior. Signs and symptoms of low blood sugar are:

Hunger	Fast heartbeat
Shakiness	Feeling irritable or angry
Dizziness	Tingling or numbness of the lips or tongue
Sweatiness	Passing out
Drowsiness	Seizure

If you believe a child is experiencing any of these symptoms, call the nurse or DCM for immediate assistance.

Asthma and Allergies Care

A student with asthma or a student subject to anaphylactic reactions, or both, may possess and self-administer asthma or another prescribed medication on school property during the school day, at school-sponsored activities, or while in transport to or from school or school-sponsored events. "Asthma medication" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector with written authorization from the student's parent or guardian.

Risk factors for anaphylaxis

Anaphylaxis can occur when susceptible individuals are exposed to certain allergens, the most common being food, insect stings, medications, and latex.⁶

People with asthma and/or other allergies who have experienced severe allergic reactions are more likely to experience anaphylaxis—even if an offending allergen didn't cause anaphylaxis in the past.⁶



Early symptoms of anaphylaxis can be mild, but quickly progress. These include^{2,6}:

- Trouble breathing
- Hives
- Skin rash, redness, or swelling
- Severe itching
- Swelling of your face, lips, mouth or tongue
- Wheezing
- Tightness of the throat
- Hoarse voice
- Nausea
- Vomiting
- Abdominal pain
- Diarrhea
- Dizziness
- Fainting
- Low blood pressure
- Rapid heart rate
- Confusion
- Losing control of urine or bowel movements
- Feeling very anxious
- Cardiac arrest

Because anaphylaxis is a life-threatening allergic reaction, recognizing these symptoms, and their triggers, is critical.⁶

The most dangerous symptoms are low blood pressure, breathing difficulty and loss of consciousness, all of which can be fatal. If these symptoms occur, particularly after eating, taking medication or being stung by an insect, seek medical care immediately (call 911). Don't wait to see if symptoms go away or get better on their own.

Policies for Standard of Conduct

The Union County Public School Board of Education believes employees are role models in the community and their personal and professional conduct is under constant scrutiny. An employee's demeanor expresses both the person's integrity and/or reputation as well as that of the school system. Employees shall perform their jobs in a professional, competent, lawful and ethical manner. To review Board Policy Manual, please visit https://boe.ucps.k12.nc.us/policy_manual

Staff Responsibilities

For students to succeed, all school employees must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school system is to provide students with the opportunity to receive a sound basic education. (*Refer to Board Policy 3-1*)

Appropriate Attire

The Board of Education believes that the appearance and the conduct of its employees are important. All personnel will dress in good taste, appropriately attired for the work to be done. A well-groomed professional is a positive influence on everyone. (*Refer to Board Policy 3 – 2a*) You should refer any questions regarding appropriate attire directly to the school where you are assigned to work.

Confidentiality

Substitute teachers will have professional access to confidential information about the students. Under no circumstances should any personal information be disclosed to anyone. Substitute teachers must safeguard the privacy of all students' information, whether on paper, in the computer, or in oral communications. (*Refer to Board Policy 4 – 14*)

Discrimination and Harassment

The Union County Board of Education believes that all employees and students should be free of unlawful discrimination, including harassment, as a part of safety and orderly working and learning environment. It commits itself to the non-discrimination in all its educational and employment activities. The Board expressly prohibits unlawful discrimination, harassment, or bullying however motivated, directed toward any person or group. It also prohibits retaliation against an employee, student or witness who has exercised any rights made available through state or federal law, including prohibiting retaliation for reporting violations of this policy. Any violation of this policy is considered serious and appropriate action will be taken. (*Refer to Board Policy 3 – 7*)

Sexual Harassment

The Board of Education believes that all employees and students are entitled to work and study in school related environments free of sexual harassment. To this end, the Board prohibits employees from engaging in sexual harassment and advises employees that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal.

In the event that anyone believes that he/she has been sexually harassed, he/she should refer to Sexual Harassment Complaint Procedures for Employees (*Board Policy 3-7a/b*) or Sexual Harassment Complaint Procedures for Students (*Board Policy 4-7b*).

Grievance

This procedure is to provide reasonable solutions to the problems which affect employees of the Board of Education. Proceedings arising therefrom shall be held in confidence by the Board and its agents except as required by law and this policy. It is desirable for an employee and his or her immediate supervisor to resolve problems through free and informal communication. When informal procedures fail or are inappropriate or when the employee requests formal procedures, a grievance will be processed pursuant to the steps set forth in this policy. (*Board Policy 3-10*)

Injury and Loss Prevention

The Union County Public Schools strives to provide healthy learning and work environments for students and staff. To that end, the board directs the superintendent to implement a system-wide loss prevention/safety program with the goal of maintaining a safe working environment for employees and a safe learning environment for students. The program must be consistent with applicable state and federal rules related to workplace safety and other safety issues in the school environment. (*Board Policy 3-33*)

Electronics Usage

Cellphones, laptops, I-pads, etc. are not permitted to be used during instructional time. If you have concerns, check with individual schools regarding their policy on electronics use in the classroom. The District is not responsible for theft, loss or damage to any electronic devices brought onto school property.



Social Media

Professional social media communication must be in compliance with existing UCPS policies and applicable laws. The district will regularly monitor professional social media sites to protect the school community. Employees should not communicate with students who are currently enrolled in schools on personal social media sites. (*Refer to Board Policy 5 – 22*)

Corporal Punishment

The Board of Education prohibits corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. No principal, assistant principal, teacher, substitute teacher, any other school system employee, or volunteer may use corporal punishment to discipline any student. Corporal punishment is defined as the physical use of a hand, paddle, or other instrument to administer corrective discipline such as paddling, spanking, or otherwise striking a child. *(Refer to Board Policy 4 – 3)*

Alcohol and Drug-Free Workplace

UCPS is an alcohol and drug-free workplace. The use, possession, manufacture, distribution, or dispensing of alcohol and prescription or illegal drugs in any job related contexts are strictly prohibited. *(Refer to Board Policy 3 – 5)*

Use of Tobacco Products

No one is permitted to use any tobacco product at any time, including non–school hours, in any building, property, or vehicle owned, leased, rented, or contracted by school district; on school grounds, athletic grounds, or parking lots; or any school–sponsored event off campus. *(Refer to Board Policy 3 – 5a)*

Criminal Arrests and Convictions

Any substitute charged with or arrested for committing any crime (felony or misdemeanor – moral turpitude or contraband substance), other than a minor traffic violation, (driver’s license not subject to suspension or revocation; Driving While Impaired [DWI] is NOT considered a minor traffic violation) will report these facts in writing to the Director of Employee Relations. This report shall be made no later than the next scheduled business day. A failure to self-report charge or arrest may result in grounds for personnel actions up to and including dismissal from employment. *(Refer to Board Policy 3– 31)*

Classroom Management

“Effective classroom management is essentially invisible.” –Rick Smith

Though classroom management is often discussed separately from exemplary instruction, studies have shown that they are directly related. Therefore, the primary contributor to a well-managed classroom is a well-planned lesson. If disruptive behavior occurs, you should be prepared to act appropriately. In order to be prepared, you should familiarize yourself with the rules of the school. Most schools will provide this information to you when you are assigned to a classroom. Remember that despite the fact that disruptions may occur, the students are counting on you to create a positive atmosphere for learning to take place. You can be firm with students while still being respectful.

Remember that YOU are the adult in the room. Physically restraining or confronting students, shouting at students or calling them names, denying access to the bathroom or nurse’s office, sarcasm, isolating children in the back of the room or outside the classroom, or confiscating of personal items is not permitted.



The relationship between staff and students should be one of cooperation, understanding, and mutual respect. The staff has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his or her capacity. The staff is expected to model the behavior expected of students in staff-student relationships. Additionally, staff is to at all times, maintain a strictly professional and courteous relationship with students. *(Refer to Board Policy 3 – 6)*

Resources

www.disciplinehelp.com

The Discipline Help website provides substitutes and parents with access to information and assistance in dealing with a wide range of student misbehaviors in the classroom. This amazing website lists the causes, effects, appropriate actions to take and frequent mistakes made when dealing with 117 different student misbehaviors.

www.subed.usu.edu

This site is created and maintained by the Substitute Teacher Training Institute at Utah University. It contains many articles and resources for substitute teachers and managers. Also, a self-assessment test to assess your readiness and effectiveness as a substitute teacher is included.

www.proteacher.com

Type "Substitute Teacher" in the SEARCH bar. This site serves as a bulletin board for substitute teachers. In addition to many helpful hints and success stories, you will be able to relate to the challenges colleagues face.



**Thank you for the contribution of your time and talents to
Union County Public Schools!**