



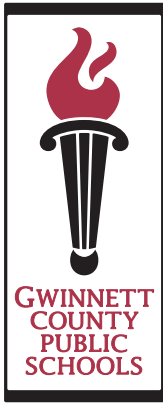
Gwinnett County Public Schools

Substitute Teacher Training Manual

Gwinnett County Public Schools, 437 Old Peachtree Road, Suwanee, Georgia 30024
www.gwinnett.k12.ga.us

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Dear Substitute Employee:

Welcome to the Gwinnett County Public School System Substitute Teaching Program. Our mission is to pursue excellence in academic knowledge, skills and behavior for each student resulting in measured improvement against local, national and world-class standards.

**GWINNETT COUNTY
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**THE MISSION OF
GWINNETT COUNTY
PUBLIC SCHOOLS**

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in academic knowledge,
skills, and behavior
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resulting in measured
improvement against
local, national, and
world-class standards.*

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It is the policy of Gwinnett County Public Schools
not to discriminate on the basis of race, color, sex,
religion, national origin, age, or disability in any
employment practice, educational program, or
any other program, activity, or service.

The purpose of this handbook is to assist you in knowing, following and enforcing the policies, procedures and practices of the Gwinnett County Public School System. Substitute teachers assume the same responsibilities and duties as the regular classroom teacher. A note-taking guide is provided for you to use during your training. Your notes, plus the information in the Substitute Teacher Handbook will be invaluable resources to you in working as a substitute teacher. Please spend some time reading and familiarizing yourself with the information that will assist you in this important role. The suggestions and procedures in this handbook are not meant to be inclusive, but are designed to serve as a foundation.

Welcome aboard and thank you for joining the team on our journey to excellence! We consider you a guest teacher and a vital part of our educational system. Enjoy each day that you spend with children, and thank you for being an important part of the education of our youth. We look forward to working with you this year and wish you success in all your endeavors.

Sincerely,

Dr. Frances E. Davis
Chief Human Resources Officer

2010 Winner of



Substitute Teacher Training Workshop

I. Being Prepared and Professional

Substitute Teacher Handbook - Chapter 3
GCPS Substitute Teacher Training Manual - pp. 3-10

- A. Dress Professionally
- B. Report Early
- C. Check In
- D. Review the Day

II. Classroom Management

Substitute Teacher Handbook - Chapter 1

- A. Teach Clear Expectations
- B. Engage Student Learning and Keep on Task
- C. Positive Interactions
- D. Respond Appropriately to Student Behavior
- E. Avoid Traps
- F. Seek Assistance

III. Teaching Strategies

Substitute Teacher Handbook - Chapter 2

- A. Brainstorming
- B. Concept Mapping / Graphic Organizers
- C. K-W-L
- D. Cooperative Learning
- E. Questioning
- F. Higher Level Thinking
- G. Use of Audio Visual Materials
- H. Essential Questions

III. Special Education and Legal Issues

Substitute Teacher Handbook - Chapters 4-5
GCPS Substitute Teacher Training Manual - pp. 3-8

- A. Child Abuse or Neglect Reporting
- B. Confidentiality of Student Records and Information
- C. Corporal Punishment
- D. Emergency Procedures
- E. First Aid and Safety
- F. Interrogations and Searches
- G. Sexual Harassment
- H. Special Education
- I. Supervision of Students

V. Policies and Procedures

GCPS Substitute Teacher Training Manual - pp. 9-15

- A. Acceptable Use of Electronic Media
- B. Moment of Quiet Reflection
- C. Student Conduct Behavior Code
- D. Report Infractions and Seek Assistance

Child Abuse or Neglect Reporting

The State of Georgia requires by law that any principal, teacher, counselor, or other school administrator report all cases of suspected child abuse of children under eighteen years of age.

The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

All school personnel who have contact with students shall receive training in the identification and reporting of child abuse and neglect shall also receive annual updates in the form of memoranda, directives or other written information.

If you suspect child abuse, it must be reported immediately to the principal or designee.

In accordance with this law, the superintendent shall establish the necessary rules and regulations.

Confidentiality of Student Records and Information

It shall be the policy of the Board to protect the confidentiality or personally identifiable information in student records against all persons except those with a need to know in normal operation of the schools or school system, except when specifically authorized release is granted in writing by the parent or eligible student or pursuant to subpoena or judicial order and as otherwise specified by federal or state laws.

Gwinnett County Public Schools has designated the student's name, address, telephone number and date of birth as "Directory Information." "Directory Information" may be disclosed to appropriate legitimate agencies upon request. Parents, guardians, or students (age 18 years or older) have the right to refuse to allow disclosure of such information. This right may be exercised by notification to the principal of the school in which the student is enrolled.

First Aid and Safety

I. SCHOOL NURSE AND CLINIC PROGRAM:

Each school will employ a local school clinic worker who will be supervised by a core of licensed health care nurses. These registered school nurses will be directed by a licensed lead nurse.

Training and in-service education will be provided for principals, assistant principals, school secretaries, clinic staff and other appropriate school personnel for administering student health services.

II. MEDICATION:

The following definitions apply for the purpose of this procedure:

Medication - Medicine prescribed by a physician, dentist, podiatrist, or other individual authorized by Georgia law to prescribe medicine.

Self-administration of asthma medication - A student's discretionary use of asthma medication prescribed for him/her.

Medications taken in the clinic should be taken under the direct supervision of school staff and logged in the student medication record.

III. OVER THE COUNTER MEDICATION:

1. Administration of over-the-counter medication is to be discouraged. Only in cases/in which the student absolutely needs the medication in order to attend school, should the parent/guardian request that the school administer over-the-counter non-prescription drugs. In this case, a designated school employee will be permitted to supervise and/or provide reasonable assistance in administering the medication. This includes requests for aspirin, Tylenol, and cough medicine, etc. In no event is a representative of the school to assure a parent that anything more than a reasonable effort will be made to assist the student.
2. The parent/legal guardian must furnish a written request which includes date, student's first and last name, name of medication, dose and time to be administered, and reason for medication.
3. Medications must be received at school in an appropriate **CHILDPROOF CONTAINER. MEDICATIONS RECEIVED IN ANYTHING OTHER THAN THE APPROPRIATE CHILDPROOF CONTAINER WILL NOT BE ADMINISTERED AT SCHOOL.** Parents/legal guardians will be notified of this policy.

4. If the medication is to be administered for more than one day, the Administration of Medication Request Form must be completed.
5. All over-the-counter medications are to be recorded on the Student Medication Record, reflecting the time and dose administered, as well as the initials of the person administering the medication.

III. STUDENT SELF-ADMINISTRATION OF ASTHMA MEDICATION:

A student who has asthma may possess and is permitted to self-administer, at his/her discretion, asthma medication prescribed for him/her by his/her physician. The student will be allowed to self-administer asthma medication while at school; at a school sponsored activity; while under the supervision of school personnel; or during before school or after school care on school operated property.

The following conditions apply in order for a student to possess and self-administer asthma medication:

1. The parent or legal guardian must notify the school in writing that the student has asthma and will possess and self-administer asthma medication. The school will accept this notification on the GCPS Medication Administration Form that can be obtained from the local school clinic.

Interrogations and Searches

Interrogations

The principal of each school in the Gwinnett County School System, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to investigate properly and punish student misconduct.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, the principal or his/her authorized representative, may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Whenever reasonable suspicion exists that the student possesses unauthorized materials, contraband drugs or other items deleterious to the safety and welfare of the school community, the designated school official of the same sex as the student and only in the presence of a certificated school employee of the same sex as the student or in the presence of an adult who is the same sex as the student and who is designated by the Chief of Police for the Department of Safety and Security or his superior may conduct in private a pat down of the student suspected of possessing the deleterious item.

If a school official has reasonable suspicion to believe that a particular student has on his or her person an item imminently dangerous to the student or others (for example: an explosive, a knife, a gun or other weapon of similar import or a substance that can penetrate the skin and cause serious immediate harm to the student), a more intrusive search of the student's person may be conducted. To justify a search of a student's person without the student's consent, the school officials must reasonably perceive that certain and immediate and extreme harm will result unless such search is conducted without delay. Such a search may only be conducted in private

by the designated school official of the same sex as the student and only in the presence of a certificated school employee of the same sex as the student or in the presence of an adult who is the same sex as the student and who is designated by the Chief of Police for the Department of Safety and Security or his superior. Such a search may only be conducted with the prior approval of the Chief of Police for the Department of Safety and Security or one of his superiors, unless the health or safety of students or school employees is in immediate and serious jeopardy and will be significantly endangered by the delay which might be caused by following the procedures.

Locker Searches

Students cannot reasonably expect total privacy in respect to school lockers. Principals of each school where lockers are issued shall insure that at the time lockers are made available to students, it is clearly specified in writing that lockers are subject to inspection and search by school officials. Each school shall maintain duplicate keys or records of all locker combinations and avoid any practices which lead students to believe that lockers are under their exclusive control. School officials may search lockers at any time without a search warrant, without notice, and without student consent.

Motor Vehicle Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Notice of the foregoing right to search shall be given to students who park on school property; however, failure to give such notice will not preclude school officials from conducting searches of vehicle interiors when otherwise authorized.

Search Results

In the event search of a student's person, his/her personal possessions, vehicle or locker reveals the student is concealing material, the possession of which is prohibited by federal, state or local law, local law enforcement authorities may be notified so that they may take appropriate action.

Sexual Harassment

POLICY

The Board is committed to providing an environment free of sexual harassment and all forms of discrimination on the basis of race, color, religion, gender, age, national origin or handicap. Academic success is maximized while studying in an environment that is conducive to the learning process.

It shall be the responsibility of the Superintendent or his/her designee to ensure that a procedure consistent with this policy and applicable law is implemented.

PROCEDURES

Students/parents are entitled to express concern or dissatisfaction regarding discrimination because of race, color, national origin, sex, religion or handicap.

The purpose of this procedure is to describe a process that can be used to resolve such complaints.

The Gwinnett County Schools will act to investigate all complaints of sexual harassment and/or discrimination and discipline any student or employee who violates the rights of a student of our system.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any one of the following conditions is present:

1. Submission to such conduct is explicitly or implicitly made either a term or a condition of an individual's participation in an educational program or activity.
2. Submission to or rejection of such conduct by an individual is used as the basis of educational decisions affecting such an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunity or creating an intimidating, hostile, or offensive educational environment.

Examples of conduct that can contribute to sexual harassment include unwelcome touching, persistent requests for dates or other social/sexual activities; vulgar and/or abusive comments; sexual jokes, comments, and stories; and comments about other's bodies or sexual lives. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or academic or other professional discussion of these issues. It refers to conduct that is not welcome and is intimidating, offensive, or inhibiting to performance and effectiveness.

Acceptable Use of Electronic Media

The Gwinnett County Board of Education recognize that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Gwinnett County Board of Education and for the purpose of AKS instructional support.

Strict compliance with all applicable ethical and legal rules and regulations regarding access must be maintained by all users of the district wide area network and /or other electronic informational services.

In compliance with public law 106-554, known as the Children's Internet Protection Act, the Superintendent shall institute, maintain, and enforce guidelines with respect to access to the district wide area network and/or other electronic informational services that:

1. Provide that a qualifying "technology protection measure", which includes but is not limited to fire walls, district filter, and local school filter, is installed and in continuous operation.
2. Prevent unauthorized access (hacking) and disclosures of personal information regarding student by on-line users.
3. Ensure the security of minors when using electronic mail, chat rooms, and other forms of electronic communication; prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) "harmful to minor" as that term is defined in section 1721 (c) of the Children's Internet Protection Act of 2000.
4. Institute, maintain, and enforce procedures which provide for monitoring the on-line activity of users, to the extent practical.
5. Allow disabling of the chosen "technology protection measure" by an authorized person, during use by an adult, only for the purpose of bona fide research or other lawful purposes.

Acceptable Use of Electronic Media for Personnel, Substitute Teachers, Volunteers, and Vendors

The following document outlines guidelines for use of the computing systems and facilities located at or operated by Gwinnett County Public Schools (GCPS). The definition of GCPS information and data resources will include any computer, server or network, or access provided or supported by GCPS, including the Internet. Use of the computer facilities includes the use of data/programs stored on GCPS computing systems, data/programs stored on magnetic tape, floppy disk, CD-ROMs, DVD-ROMs, computer peripherals, or other storage media, that is owned and maintained by the GCPS. The "user" of the system is the person requesting an account (or accounts) in order to perform work in support of the GCPS program or a project authorized for the GCPS. The purpose of these guidelines is to ensure that all GCPS technology users share the GCPS technology resources in an effective, efficient, ethical and lawful manner.

The Board recognizes that electronic media, including the internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Gwinnett County Board of Education and for the purpose of AKS instructional support or administrative functions. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access.

As a GCPS employee, volunteer, or vendor, you will be expected to maintain appropriate passwords to obtain access for your job and/or tasks. All GCPS-issued passwords should be changed within one week of issuance by the user if the application enables the user to do so. Not all applications allow this, but the applications where the password should be changed immediately include Novell, Lotus Notes, and SASIxp / CLASSxp. Passwords should be changed monthly thereafter to maintain the integrity of the GCPS network.

Additionally, GCPS technology and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Use a computer to steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to online resources by using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly using the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

Failure to follow these guidelines can violate the Official Code of Georgia, OCGA, Codes 16-9-90, 16-9-91, 16-9-92, and 16-9-93, as well as United States Public Law 106-554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including termination of employment. The only exceptions to this policy are those employees who, for legitimate and legally appropriate reasons, need special access to accomplish their tasks, such as with School Resource Officers. All such exceptions will have to be cleared through the chief executive of the GCPS Division of Information Management.

Moment of Quiet Reflection

Georgia Law (O.C.G.A. 20-2-1050) requires a moment of quiet reflection at the opening of school each day.

The intent of this law was clear when the General Assembly stated, "In today's hectic society, all too few of our citizens are able to experience even a moment of quiet reflection before plunging headlong into the day's activities. Our young citizens are particularly affected by this absence of an opportunity for a moment of quiet reflection." Thus, the Law reads, "In each public school classroom, the teacher in charge shall, at the opening of school upon every school day, conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the pupils therein assembled."

It is important that we recommend that teachers and administrators do not suggest or imply that students should or should not use that time for prayer. If a student asks, a teacher should advise a student that if the student desires to have a quiet prayer, he or she may do so. The statute specifically says "moment of quiet reflection." This clearly precludes students using the moment of quiet reflection to audibly pray, singly or in unison. Nor should we allow or tolerate any coercion or overbearing by some students to force others to pray. This time is not intended to be and shall not be conducted as a religious service or exercise, but considered as an opportunity for a moment of silent reflection on the anticipated activities of the day. A suggested format could be:

"As we begin another school day, let us take a few moments to quietly reflect on our day, our activities and what we hope to accomplish."

- Quiet for 60 seconds -

It is important that this moment of quiet reflection be conducted at the beginning of each day to meet both the intent and spirit of this law.

Children are allowed to stand and recite the Pledge of Allegiance. Those who choose not to participate are not required to do so. However, students are not allowed to be disruptive during the reciting of the Pledge of Allegiance.

Student Conduct Behavior Code

Policy Statement

Gwinnett County Public Schools (“GCPS” or “District”) is committed to creating a safe, positive environment for all of our students, staff, parents, stakeholders, and community partners. GCPS will work to assure that all students and staff are well-motivated, fully aware of their potential and dedicated to pursue excellence in academic knowledge, skills and behavior. GCPS believes that all children can thrive in a safe learning environment. The District utilizes a range of activities to recognize, celebrate, and reward positive behavior at the classroom, school and district levels.

In addition to this Student Conduct Behavior Code (“Code”), GCPS has various policies that govern conduct in the District. A copy of those policies can be obtained at www.gwinnett.k12.ga.us (click on the quick link for Board of Education) or the Office of the Executive Assistant for the Administration at 678-301-6005.

Scope of the Code

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. The rules and regulations in this Code are designed toward that end and are effective during the following times and places:

- a. On the school grounds at any time;
- b. Off the school grounds at a school bus stop, on a school bus, school activity, function, or event;
- c. When either the alleged perpetrator or the alleged victim is en route to and/or from school, or to or from a school activity, function or event;
- d. Off school grounds when the behavior of a student could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process; (O.C.G.A. 20-2-751.5(c))
- e. Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conference or athletic events; or is otherwise subject to the jurisdiction of school authorities;
- f. Off the school grounds when the misconduct is directed at a school student or employee and is related to the victim's school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and

- g. On the school grounds and when a student leaves without permission (AWOL) of a school official or any time Rule 10 would apply.

The rules of this Code do not apply to:

- h. Student speech that occurs off campus if the speech is at a non-school sponsored event and does not cause or is not likely to cause a material and substantial disruption to the school environment or a school activity.

Statement of Student Misconduct

The rules in this Code are designed to notify students (grades K-12) as to the types of behaviors that are unacceptable; nevertheless, every specific variation of the prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

References to the Official Code of Georgia Annotated

References to Title 16 of the Official Code of Georgia Annotated (O.C.G.A.) included in the Student Conduct Behavior Code do not require that the elements of the specific criminal code section referenced be proved beyond a reasonable doubt before schools may punish misconduct. Further, these code references do not impose any additional intent requirements upon schools pursuing discipline against students for violation of this code.

Elementary Modified Version of Student Conduct Behavior Code

The following rules apply when a student is:

- On the school grounds,
- Off the school grounds at a school activity, function, or event,
- En route to and from school; or
- Off the school grounds while the student is in attendance of any school function, or is otherwise subject to the jurisdiction of school authorities.

1. Each student will not interrupt learning and teaching.
2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
4. Each student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff (administrators, teachers, bus drivers, etc.)
5. Each student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with other students or any other person not employed by the school. Fighting on the school bus may result in suspension from school and/or from riding the bus.
6. Each student will not possess or use weapons, whether assembled or disassembled (guns, including toy guns, knives, firecrackers, etc.) whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
7. Each student will not possess, use, or distribute alcohol or drugs or any substance they represent to be alcohol or drugs.
8. Each student will not disobey direction or commands of teachers, principals, bus drivers, etc.
9. Each student will not expose or touch himself, herself or others inappropriately including private areas of the body.
10. Each student will not miss school or class without an excused absence.
11. Each student will not exhibit unsafe and/or inappropriate conduct at any time.
12. Severe or repeated violations of schools rules may result in a parental conference and/or discipline review committee meeting.
13. Each student must obey all rules of bus safety.

Note: See local principal for detailed version of the Student Conduct Behavior Code.

MIDDLE AND HIGH SCHOOL STUDENT DISCIPLINE CONDENSED RULES

1 - Disrupt / Interfere With School

1 A	pull alarm, set fire (or attempt to)
1 B	prevent access, occupy / block campus
1 C	block traffic (pedestrian or vehicle)
1 D a	school disruption
1 D b	classroom disruption
1 D c	disorderly conduct defined
1 E	refuse to ID self
1 F	urge others to break rules
1 H	trespass, on campus without permission
1 I	inappropriate dress
1 J	willfully fail to leave premises
1 Z	other

2 - Damage / Destroy / Misuse School Property

2 A	damage / vandalize
2 B	steal property (under \$100)
2 C	larceny / theft (over \$100)
2 D	possess, sell, use, buy, transmit stolen property
2 I	alter / misuse technology equip., hardware, software, web site/ page
2 J	computer trespass
2 K	first degree arson (OCGA 16-7-60)
2 L	breaking & entering / burglary
2 M	arson
2 N	rob by using threat / intimidation
2 O	armed robbery
2 Z	other

3 - Damage / Destroy / or Misuse Private Property

3 A	damage / vandalize
3 B	steal property
3 C	possess, use, sell, buy, transmit stolen property
3 H	first degree arson (OCGA 16-7-60)
3 J	buy or sell property
3 K	theft / damage of employee property
3 L	larceny / theft
3 M	motor vehicle theft
3 N	robbery (with threat or intimidation)
3 O	armed robbery (OCGA 16-8-41)
3 P	arson
3 Z	other

4 - Abuse/Threat /Intimidation/Assault/Battery on Employee

4 A a	oral threat
4 A b	written threat
4 A c	rude, insult, symbolic gesture
4 A f	profanity toward employee
4 A g	ethnic, racial, sexual, religious, disability slur
4 A I	harassment (any kind)
4 Am	expression (oral, written, gesture) undermines authority (includes written threats)
4 A n	terroristic threats (OCGA 16-11-37)
4 A z	other
4 B a	behavior <u>could</u> cause physical injury
4 B b	<u>unintentional</u> behavior <u>did</u> cause physical injury

4 B d	aggravated battery (OCGA 16-5-24)
4 B e	homicide (OCGA 16-5-1)
4 B f	kidnapping (seize, transport against will) (OCGA 16-5-40)
4 B g	voluntary manslaughter (OCGA 16-5-2)
4 B h	enter/ damage/ deface private property of employee
4 B z	other

5 - Abuse/Threat /Intimidate/Assault/Battery on Student

5 A a	oral threat /intimidation (fear of harm)
5 A b	written threat
5 A c	rude, insult, symbolic gesture
5 A d	bullying
5 A f	profanity to student
5 A g	ethnic, racial, sexual, religious, disability slur
5 A I	harassment
5 A o	posture to fight
5 A r	terroristic threats (OCGA 16-11-37)
5 A z	other
5 B a	push / shove
5 B b	fight (mutual)
5 B c	battery (physical attack)
5 B d	behavior <u>could</u> cause injury
5 B e	behavior <u>did</u> cause injury
5 B f	physical contact /threatens or provokes
5 B g	aggravated battery (OCGA 16-5-24)
5 B h	homicide / murder (ICGA 16-5-1)
5 B I	kidnapping (OCGA 16-5-40)
5 B k	hazing
5 Bm	voluntary manslaughter (OCGA 16-5-2)
5 B z	other

6 - Weapons, Dangerous Instruments and Explosives / Implosives

6 A	knife less than 2 " - any type
6 B	knife 2" or more - any type (OCGA 16-11-127.1)
6 C	handgun - any type (OCGA 16-11-127.1)
6 D	rifle / shotgun - any type (OCGA 16-11-127.1)
6 E a	BB/pellet hand gun (OCGA 16-11-127.1)
6 E b	BB/pellet rifle (OCGA 16-11-127.1)
6 F	toy or any look-a-like gun
6 G	destructive device - bomb, grenade, pipe bomb, rocket (OCGA 16-11-127.1)
6 H	brass knuckles or metal knucks (OCGA 16-11-127.1)
6 I	fire works
6 I a	accelerants (liquid, aerosol/starter fluid)
6 J	lighters - as weapon or to start fire
6 K	tear gas, mace, pepper spray
6 L	bats, clubs, sticks (OCGA 16-11-127.1)
6 M	Chinese stars (OCGA 16-11-127.1)
6 N	razors, razor blades (OCGA 16-11-127.1)
6 O	spring stick (OCGA 16-11-127.1)
6 P	blackjack (OCGA 16-11-127.1)
6 Q	nun chuck, fighting chain, flailing item (OCGA 16-11-127.1)
6 R	throwing star, oriental dart, disc with blade (OCGA 16-11-127.1)
6 Z	other

7 - Drugs, Alcohol, Tobacco

7 A a	alcoholic beverage, intoxicant
7 A b	amphetamine/meth. - sch. II
7 A c	hallucinogenic drug - sch. I
7 A d	anabolic steroid - sch. III
7 A e	barbiturate, controlled prescription
7 A f	marijuana - sch. I (non-felony if under 1 oz.)
7 A g	LSD - sch. I
7 A h	cocaine - sch. II
7 A i	ritalin -
7 A j	heroin - sch. I
7 A k	inhalants
7 A l	over-the-counter stimulant or non stimulant (NoDoz, Vivarin, aspirin, etc.)
7 A m	solicit / transmit substance
7 A n	look-a-like substance, pretense of
7 A o	marijuana - 1 oz. or more (felony)
7 A z	other
7 B a	pipes, water pipes, clips, rolling papers
7 B b	photos, drawings, depictions of drugs, drug use, or objects used for drug use
7 B z	other
7 C a	tobacco products
7 C b	tobacco paraphernalia (matches, lighters, rolling papers)
7 C z	other

8 - Disregard of Directions or Commands

8 A	fail to follow verbal directions
8 B	fail to follow written directions, rules
8 C	other

9 - Indecency

9 A	sexual harassment - physical or verbal
9 B	lewd exposure
9 C	obscene gesture - mimic/imply intercourse (includes streaking / mooning)
9 D	lewd caress of self
9 E	lewd caress of another person
9 F	sexual intercourse
9 G	oral sex
9 H	aggravated sexual battery (forced penetration)
9 I	pornographic materials
9 J	kissing, intimacy
9 K	aggravated child molestation
9 L	aggravated sodomy
9 M	rape
9 N	sexual battery
9 Z	other

10 - Unexcused Absences

10 A	tardy to class
10 B	tardy to school
10 C	AWOL from class
10 D	AWOL from school
10 E	unexcused absences
10 F	urge others to violate this rule
10 Z	other

11 - Other Conduct Subversive to Good Order

11 A	violation of local school rules
11 C	criminal gang-related activity 1 - conduct or participate in 2 - acquire, maintain proceeds 3 - engage in pattern of activity 4 - cause, solicit, coerce participation 5 - use threat to <u>deter</u> withdrawal from gang 6 - use threat to <u>punish</u> for withdrawal from gang 7 - while employed by or associated with criminal street gang commit an offense in OCGA 16-15-3 8 - commit any offense enumerated in OCGA 16-15-3 to maintain or increase status in criminal gang
11 E	provide false information - lying
11 F	cheating
11 G	gambling
11 H	plagiarism
11 I	foul language (not directed at anyone)
11 K	laser pointers
11 L	electronic communication devices
11 N	loitering
11 O	criminal trespass
11 P	community misconduct
11 Z	other

12 - Repeated Violations / Chronic Misbehavior

12 A	chronic disrupt / violate rules
12 Z	other

13 - School Bus Infractions

13 A	disruption of bus
13 B	throwing objects at driver
13 C	failure to follow directions / rules / regulations
13 D	use of mirrors, lasers, flash cameras, lights, or reflective devices
13 E	posturing to fight
13 F	fighting
13 G	distracting / diverting driver's attention
13 H	throwing objects
13 I	excessive noise
13 J	use of electronics, cell phones, radios, CD's, etc. (without headphones)
13 Z	other

Notes:

Suggestions for Introducing Yourself

After students have come in and settled down:

“Good morning. My name is _____ (write name on board before students arrive). Your day will be directly affected by how you choose to act. Notice the operative phrase is – you choose!”

There are Four Rules I give students, which help them make “good” choices.

Please listen carefully.”

Rule number one: “When anyone in the class is talking, I should hear no other voices.”

Rule number two: “Raise your hand to get my attention. The hand should be a quiet one, meaning wait until I acknowledge you before speaking.”

Rule number three: “If you need to tell me what someone is doing, make sure you are telling me about YOURSELF only. The exception to this rule is: If there is a student that is posing a danger to himself, herself or anyone else, please tell me immediately.” (It is important students realize the difference between making the substitute aware of danger and simply tattling.)

Rule number four: “If you are in possession of colognes, perfumes, or deodorants, leave them in your backpacks and/or purses. Specifically for the ladies in the class, this is not a place to apply makeup. This also needs to remain in your purse or bookbag.”

“Choosing to follow these rules means you are choosing to have a good day while we are together. Choosing not to follow these rules means you are choosing to have your name listed in the note I will leave for your teacher at the end of the day.”

General Information and Tips

On Call, Day-to-Day, As Needed Substitutes

Substitute teachers are employed on an on-call, day-to-day, as needed basis. Substitute teachers will be assigned to serve in the absence of a teacher or to teach a class that does not currently have a regular teacher (vacancy).

Employee absences are unpredictable and fluctuate greatly; therefore, it is impossible to predict how many days a substitute will work in any school week or year. Substitute employees are encouraged to make themselves available daily and be flexible to various grades and subjects. They are expected to work on the days they state they are available.

Half-day absences are as important as full day absences and substitute employees are expected to accept any half-day assignments offered to them.

Long Term Substitute Teachers

Long-term substitute teachers are selected by the school principal or his/her designee from the approved substitute teacher list.

Substitutes are encouraged to provide a local telephone number in order to be contacted. Some of the schools are restricted from placing calls outside of the local calling area.

Long-term substitute teachers are assigned to teacher absences or vacancies ONLY. The principal may request a long-term substitute teacher if they have or anticipate having a substitute need for ten or more consecutive days in the same classroom.

Long-term substitute teacher who serve for more than forty-five days must be certified in field (i.e., English certified to teach an English class).

Parking at School Sites

It is recommended that substitute employees check with the school secretary regarding the location of their car on campus as some schools have assigned parking places.

Reporting to a School

Arrive at the assigned school a minimum of twenty minutes before the beginning of the school day. Each school will inform you of the expected arrival time.

1. Report directly to the school office for instructions.

2. Request the substitute teacher folder and the name of the administrator responsible for discipline and curriculum.
3. Go to the assigned room, write your name on the board and begin preparations for the students. If possible, have a short written activity planned for the students to keep them on task while you are taking care of attendance and other morning routines.
4. Follow the day's schedule and lesson plans prescribed by the regular classroom teacher.
5. Become familiar with fire and disaster drill procedures to determine the route students will take to evacuate the building. If specific instructions cannot be found, check with a teacher close by or the assistant principal regarding the procedure to follow.
6. Ask if you will be responsible for any extra duty assignments in addition to the regular schedule.
7. BEFORE the end of the day, check the regular teacher's mailbox for memos, urgent messages, etc.
8. At the end of the day, fill out the Substitute Teacher Report or write a note to the teacher detailing your experience and leaving any messages about specific students.
9. Leave the room neat and orderly.
10. Check with the school office to see if you will be needed for the following day.

Substitute teachers work under the supervision of the school principal and his/her designee during the school day.

Substitute Teacher Folders

Principals require teachers to develop substitute teacher folders. These folders are available in the office or classroom. The purpose of this folder is to provide the substitute teacher with information necessary for establishing a safe classroom atmosphere that is conducive to learning. The substitute teacher is responsible for implementing the teacher's lesson plans as completely and thoroughly as possible.

Although folders will be different classroom to classroom and school to school, all folders should contain the following information.

1. Map of the school
2. Directions for emergency evacuation of students
3. Intruder alert directions
4. Names of persons to contact concerning discipline and instruction
5. Class roll and assigned seating chart
6. List of reading and math groups (elementary schools)
7. List of students receiving special services (remedial, special education) and the schedule for these services

8. Names of students with special needs (behavior, academic, or medical)
9. Daily schedule including special classes (art, music, etc.)
10. Two or three days of lesson plans

Discipline

Substitute teachers are expected to comply with the district discipline policies as approved by the Board of Education and the school site discipline plan for student behavior. See pages E-23-25 for a condensed version of Gwinnett County Public Schools Student Conduct Behavior Code.

Practices that Promote Good Behavior

Follow established classroom rules

Be consistent

Make expectations clear

Follow the class routine as closely as possible

Engage the students in learning and actively monitor student work by walking around the class

Vary learning activities

Be sensitive to student needs

Listen to students

Use humor appropriately

Ignore minor incidents

Remove temptations such as allowing students to change normal seating

Gain control calmly and quickly if order is threatened: change seating arrangement, discuss incident with a student privately, use non-verbal clues

Keep consequences and notes to the teacher objective

Policies, Procedures and Practices Every Substitute Employee Must Know

As an employee of Gwinnett County Public Schools, it is your responsibility to know, understand, follow and enforce school rules, policies and procedures. Your authority resides not only in your ability to handle a situation, but also in the system behind you. For a complete list of Gwinnett County Public Schools Policies and Procedures, access them on line at www.gwinnett.k12.ga.us. Failure to follow Board policies and procedures could result in termination from substitute services.

1. Under **NO** circumstance is corporal punishment to be administered. Corporal punishment is not allowed in any Gwinnett County Public School. Corporal punishment includes hitting, pushing, grabbing a student or using any other physical force.
2. The use of profanity will not be allowed.
3. No outside agency or person, including parents, is to question or interview a student except in the presence of the principal or his/her designee. Substitute employees have a responsibility to see that the rights of the student are not violated. There are no exceptions to this rule.

4. No persons, including parents, should visit a classroom without the approval of the principal or his/her designee.
5. Accidents and injuries involving any student in a substitute's care must be reported to the principal or assistant principal immediately.
6. All medication is to be administered by appropriate personnel in the clinic or school office. Never give medicine to students, including aspirin, Tylenol, and other common over-the-counter drugs.
7. Students who appear to be ill should be sent to the clinic or school office.
8. Students may not be kept after school hours without the principal's permission.
9. Notes and other communications should not be sent to parents without approval of the principal/designee. Substitute teachers are not permitted to call parents regarding discipline concerns. Leave notes for the regular teacher regarding specific infractions and concerns.
10. Do not introduce controversial subjects or materials. Follow the teacher's lesson plans fully and completely.
11. Do not advertise products or services.
12. All school records and reports must be handled in a confidential manner. Be careful not to divulge any confidential information that has been received from contact with administrators, teachers, students or parents. Do not share information with, neighbors, friends or other teachers/students.
13. Verbal and physical acts of bigotry are prohibited, including racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment or other conduct directed toward another person's race, national origin, religion, age, gender or handicap.
14. All forms of sexual harassment are prohibited.
15. The use of cell phones and pagers is not allowed during instructional time.
16. Substitute teachers are not permitted to use a teacher's computer to check, download, or send personal email, forward chain letters, jokes, stories, hoaxes, urban legends, or to access data or information.
17. The use of tobacco products is prohibited on the campus of all Gwinnett schools.
18. The unlawful manufacture, distribution, dispensation, possession, sale or use of illegal drugs and alcohol on school premises or at any school activity is prohibited.
19. Locker searches are not permitted. If you receive a tip or suspect a student is in possession of a weapon, drugs, or alcohol, notify the closest administrator as quickly as possible. Do not investigate on your own.

20. Students are to be supervised at all times. If there is an emergency and you must leave the room, call for assistance from the office or a neighbor on the hall.

Legal Status of Substitute Teachers

Georgia Code of Ethics

Local school systems are to employ substitute teachers as defined in Section 20-2-216 of the Georgia Code as follows: “As a condition for receiving funds under this article, it shall be the duty of the local unit of administration to employ and to utilize the services of substitutes for teachers who are absent. It shall be the duty of the local unit of administration to employ substitutes, including retired teachers in accordance with Code Section 47-3-127, who possess valid teaching certificates issued by the State Board of Education. If no person holding a valid teaching certificate is available for this purpose, the local unit of administration is authorized to employ the person who most closely meets the requirements for certification as a teacher and who is available to serve as a substitute, provided such person is closely supervised by the school principal or principal’s designee. It shall be the duty of the state board to promulgate and adopt rules, regulations, and policies establishing classes or categories of persons, in order of descending priority, who most closely meet requirements for certification within this state. Nothing contained in this Code section shall prevent the local governing board or its executive officer from refusing to employ as a substitute teacher one who, in the discretion of the board, would be detrimental to the education of the students provided for by this article.” Substitute teacher service does not apply toward tenure. Substitute teachers are subject to all standards in the Georgia Code of Ethics for Educators.