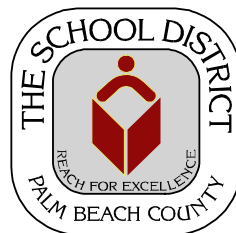


SCHOOL DISTRICT OF PALM BEACH COUNTY

# SUBSTITUTE TEACHER HANDBOOK



Division of Human Resources



## REPORTING TO AN ASSIGNMENT

1. You must be available to answer the phone during call out periods since the Sub Locator does not have the capability to leave a message. Therefore, all recorded hang-ups will be considered as 'UNAVAILABLE TO SUBSTITUTE' for that particular opening.
2. In the event of last minute cancellations you **MUST** notify the school.
3. Learn the location of schools, and the opening and closing schedule, especially those in your area.
4. **ARRIVE** at school at the time indicated on the Sub Locator. If you are called late, it is suggested that you call the school and state that you will be arriving as soon as possible. A sub gets paid only for the hours they are at the school site.
5. You **MUST** register in the Main Office and record your name as it appears on your Social Security card. This is your assurance that your pay can be verified.
6. Obtain the teacher's schedule and find out if the teacher has any extra duties or if there are any irregularities in the schedule. Learn your responsibilities as to lunch duty, class changes, etc., where applicable. **Substitute teachers are not guaranteed a planning period; you are expected to perform the duties assigned by the principal.**
7. Identify the instructional materials available and how they may be obtained by asking the substitute contact at the school. Also, obtain information about where discipline referrals and accident report forms are located.
8. Read current notices on the office bulletin board and substitute information location. There may be special activities planned that will affect the usual procedures for the day.
9. Check the teacher's mailbox to see if there are any bulletins, messages or announcements. Personal mail should be left in the box.

## PROCEDURE UPON ARRIVAL AT THE CLASSROOM

1. Look for the daily program and seating charts, if applicable. Locate the teacher's plans, texts, and guides. If these are not in the room, request assistance from the office.
2. Keep a dated list of absent pupils. All teachers should have a folder for substitute teachers with blank attendance slips and an outline of procedures.
3. **DO NOT** record grades in the teacher's grade book or on report cards. Keep a list of pupils and grades you assign. The same list may be used for several days. If you are on a long assignment, obtain instructions on how and where to record grades.
4. Familiarize yourself with fire drill procedures to identify the route your students will take to leave the building. If specific instructions have not been left, check with the principal/designee as to the procedure to follow.

## ITEMS REQUIRING OFFICE APPROVAL

1. A student who has been absent with a contagious disease **IS NOT** to be readmitted without office permission.

2. No outside agency or person (including parents) is to question or interview a student except in the presence of the principal/designee. You have a responsibility to see that the rights of the students are not violated. THERE ARE NO EXCEPTIONS TO THIS RULE.
3. Pupils are not excused to leave school under any circumstances without permission from the principal/designee. If you believe a student should be excused to go home, send the student to the principal's office. If the student does not return to your room, check to see if the student was allowed to leave.
4. Notes or any other communication should not be sent to parents without permission from the principal/designee.
5. Accidents involving any of the students in your care must be reported immediately to the principal/designee. Please complete and submit an accident form to the principal's office promptly.
6. Any student that complains of illness should receive immediate attention. Please follow the schools procedure.
7. Do not keep any student after school hours without the permission of the principal/designee. Parents must be informed if a student is to be detained after school, and the approval of parents, as well as the principal/designee, must be obtained before such action is taken.
8. Check with the substitute contact to use any business machines or equipment.
9. If medication is observed **DISCREETLY AND IMMEDIATELY** notify the administration.

## **YOUR RESPONSIBILITIES**

1. You are there to assist the learning activities of the students assigned to you for the day. Your main job is to provide the best possible service for these students.
  - a. **Use the lesson plans furnished by the teacher.**
  - b. Lesson plans represent what the students have been prepared to do and point where they are going in the future. The use of lesson plans will help assure continuity of instruction.
  - c. If the assignment is for several days and the teacher's plans are not available, contact the principal/designee for instructions. When you cannot do this, contact the Department Chairperson for assistance in acquiring lesson plans. Leave copies of those lesson plans for the regular teacher.
  - d. Occasionally, you will be given an assignment outside your competency or lesson plans may not be available. You may find it very helpful to keep a file of emergency activities, which may help when you are faced with such an assignment.
  - e. Plan to spend the entire time working with the students under your supervision. **No personal work of any kind should be done.**
  - f. The substitute teacher is expected to carry out the work of the regular teacher and is not employed simply to maintain order.
  - g. **You are now substituting for the teacher. There are three (3) things that must be observed:**
    - i. **Do not touch the students.**
    - ii. **Do not use profanity or inappropriate statements.**
    - iii. **Do not criticize the school or the teacher.**
  - h. Observe the Principles of Good Classroom Management. Classroom control is a primary concern. There cannot be meaningful learning experiences amid confusion.
2. The initial impact of the substitute teacher is the key factor in successful classroom management. Self-confidence, resilience, initiative, and resourcefulness are some necessary prerequisites. If there is time before the class arrives, review the day's schedule and become familiar with related activities. When the class arrives, introduce yourself and write your name on the board. Try to call

students by their names. To help you remember names, you may wish to follow the seating chart or use nametags.

3. As a substitute teacher, you set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting. Encourage the students to do their best. Commend them on their work as is appropriate. **BE FIRM, BUT FAIR.**
4. Discipline is based on mutual understanding, through honest and open communication. Do not **THREATEN** students with a consequence unless you plan to follow through.
5. Problems do not usually develop if the content of instruction is worthwhile, presented in an interesting manner, and students are kept busy.
6. If discipline problems arise which you are unable to manage, the principal/designee should be contacted **IMMEDIATELY** for assistance.
7. **You are not permitted to leave the school to which you have been assigned either on your planning period or lunch period. If there is an emergency, check with the principal/designee.**
8. You are as legally responsible for pupils, equipment, and materials as is the regular teacher for whom you are substituting.
9. Should a substitute teacher be assigned to a situation where a student teacher is responsible for teaching the class, the substitute remains on duty in the classroom and is expected to assist the student teacher in any way possible.
10. Do not have anyone visit you while you are on duty as a substitute teacher. A principal has the right to refuse to let anyone see you while on the job.
11. As you work with the students, refrain from discriminating on the basis of race, sex, religion, or disability.
12. While substituting in any classroom, refrain from making any statements that would be misconstrued as sexual harassment.
13. Adhere to copyright laws at all times. Check with principal/designee or media specialist for assistance. This law is a mandate and is available in every school.
14. **CELL PHONES should only be used as an emergency communication tool. Do not use the internet unless it is part of the day's instructions.**
15. Substitutes have school district email. Please check your district email, the Current Substitute website and the sub locator online for up to date information.
16. It is your responsibility to discuss any limitation or restriction with the substitute contact before you begin the assignment so that you will be prepared to provide safety and accountability for students in any situation and at all times.

## **COMPLETING AN ASSIGNMENT**

1. Remain until all of your students are dismissed before leaving the classroom. Do not leave the premises before the scheduled ending time for teachers. **Hours for elementary and middle schools are 7 hours and high schools are 7.5 hours. This includes a 30 minute, duty-free, unpaid lunch.**

2. The last few minutes of any class period may be used for putting books and supplies away and picking up paper and litter from the floor. The classroom and desks are to be left in good order.
3. All written work assigned by the substitute should be left for the regular teacher.
4. Return any supplies that belong in the office. Do not take KEYS or CLASS RECORDS away from the school.

### **SOME DUTIES OF PALM BEACH COUNTY TEACHERS**

The following are excerpts from the policies or rules of the School Board. These items apply to all teachers in Palm Beach County, whether regular classroom teachers or substitutes.

1. Be present at the school 7 hours each day in both the elementary and middle schools. High schools, you must be present for 7.5 hours. These hours include a 30 minute, duty-free, unpaid lunch.
2. Be a loyal and cooperative member of the school's faculty.
3. Use textbooks, courses of study, and other instructional materials that have been approved by the School Board.
4. Practice democratic procedures in human relations.
5. Observe all School District of Palm Beach County policies.
6. Do not use tobacco in areas normally used by students; only in areas designated by law.
7. Refrain from discussing sectarian views in religion or partisan or sectional views in politics.
8. Accompany students from the building to the yard during fire drills.
9. Refrain from advertising or announcing public meetings or entertainment, except as authorized by the School Board through the principal.

### **WHAT TO DO IF YOU ARE INJURED AT WORK**

1. Report the injury to the School Secretary within 24 hours or earlier.
2. Work with the School Secretary to complete the Notice of Injury Form.
3. If medical treatment is needed, select an approved Workers' Compensation physician from the Report of Injury Form.
4. If a prescription is needed, see page 2 of the Report of Injury Form.
5. As a temporary employee, substitutes do not receive line of duty days. If a substitute is placed out of work, he/she will be paid by Workers' Compensation for lost wages based on their average weekly wage.
6. Light duty is not available to substitute teachers.

***Remember: When in doubt, fill it out!***

### **PROFESSIONAL ETHICS**

1. Maintain a professional attitude toward your work.

2. A friendly, cheerful, and cooperative attitude toward both the building personnel and students will help to start the day right, and keep it running smoothly.
3. Your attitude will have a great deal to do with your acceptance by the faculty and students.
4. You must be especially careful about the following:
  - a. Do not criticize the teacher for whom you substitute.
  - b. Do not find fault with the schools where you work. Never make uncomplimentary comparisons between schools.
  - c. Do not discuss the grades of the students except when it may be complimentary or when you are seeking professional assistance.

## APPEARANCE

1. At all times, you must be professional and neat in your appearance. (Flip flops, jeans, tank tops, midriffs, hats, etc., are not acceptable.) Shorts are only allowed for Physical Education assignments.
2. Keep your voice clear, well modulated and use correct grammar.

## 401 A PLAN

Mandatory participation is required for each employee of the School District of Palm Beach County who are not covered by the state retirement system, FRS. Non-FRS employees will be covered by a special type retirement plan called FICA Alternative Plan. This program has many advantages. Below are some of the benefits to you.

1. **No Social Security Taxes:** You do not have to pay social security taxes while you are covered by this plan.
2. **Fairness & Safety:** You will have an account in your name into which your contributions will go, and from which distribution can be paid only to you. A competitive rate of interest is paid to your account every month. Your plan is able to get secure and higher rate of interest for each account than that which is available to individual investors. Investments are in only the highest quality interest bearing accounts available.
3. **Compatibility & Flexibility:** Any benefits which you have earned under any other retirement plan (or Social Security) will not be reduced by participating in this plan. Also, if you leave this plan for any reason before retirement, you can withdraw your account balance from this plan, or continue to save the funds for retirement.
4. **Tax Advantages:** The contributions to this plan are made with pre-tax money. This is the least expensive way to save for retirement. No taxes are paid on the earnings in the plan until they are withdrawn. Over a period of time, you can accumulate a very significant retirement benefit under this plan.
5. **Statements:** You will receive an annual statement showing the activity in your account. This allows you to confirm the accuracy and benefits of the plan.

If you have any questions concerning this plan, please contact the plan administrator, Bencor at 1-888-258-3422. Their staff is prepared to assist you with any questions you may have about the plan.

## PERFORMANCE CONCERNS

The principal is responsible for the operation of the school and will determine the suitability of a particular substitute for their student population. When there is a performance concern, the principal/designee is requested to discuss the performance concern with the substitute prior to the substitute leaving the school. However, this may not always be possible. Therefore, when a principal submits a request to have a substitute removed from the eligibility list at their particular school, the following will occur:

1. Principal/designee submits the request in writing to the Department of Recruitment and Retention, Substitute Office.
2. The Substitute Office Contact Person will obtain additional information from the requesting school, if necessary.
3. Information will be entered on the Sub Locator so that the substitute will not be called back to that particular school.
4. To be aware of important information, including performance concerns, substitutes must regularly check their district email.
5. Three (3) reported concerns from principals will result in the substitute being blocked from accepting jobs or terminated.
6. In the event that several concerns are documented, a substitute may be deemed ineligible to substitute in the district.
7. The severity of concerns will determine if termination is necessary.

## Notice

**Substitutes must work a total of 10 times during the school year with one or more days in each semester. If you do not sub the 10 days in a Palm Beach County public school, you will be removed from the Substitute Teacher list. Charter schools are NOT public Palm Beach County schools. 1<sup>st</sup> semester is August – December. 2<sup>nd</sup> semester is January – End of school. Substitutes removed for inactivity must REAPPLY to be eligible to return as Substitute Teachers. School Police may require re-fingerprinting at the scheduled fee.**

We hope your experience as a substitute teacher will be pleasant and rewarding for you and for the pupils in your charge. The administrative staff and the principal are available to you for assistance. Do not hesitate to ask for assistance in any area of concern regarding your work.



**Chapter 3. Personnel**

**← Prev. Section 3.13 Next →**

**Policy 3.13 Self-Reporting of Arrests and Convictions by School District Employees**

**1. DEFINITIONS**

- a. Criminal Traffic Violations include, but are not limited to:
    - i. Leaving the scene of an accident;
    - ii. False information regarding an accident;
    - iii. Operating a motor vehicle without a license or while license is suspended;
    - iv. Driving while under the influence or with an unlawful blood alcohol level;
    - v. Failure to sign or accept a summons;
    - vi. Fleeing and eluding police officers or reckless driving.
  - b. Minor Traffic Violations are defined as a non-criminal violation that may require community service hours, under § 316.027(4), Fla. Stat., but is not punishable by incarceration, and for which there is no right to trial by jury or right to court-appointed counsel.
- 2. All district employees will self-report in writing with the appropriate documentation any arrests and/or criminal charges, including criminal traffic violations, to the employee's immediate supervisor/designee within forty-eight (48) hours of said arrest and/or criminal charges. In addition, all district employees shall self-report in writing any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty, guilty in your best interest, or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment has been entered.
  - 3. Only district employees who drive district-owned/operated or controlled vehicles, or are required to hold a valid driver's license or a commercial driver's license ("CDL"), are required to report minor traffic violations as per Section 2 above when they occur with any vehicle.
  - 4. When handling sealed and expunged court records disclosed pursuant to State Board of Education Rule 6B-1.006(5), the district shall comply with the confidentiality provisions of § 943.0585(4)(c) and § 943.059(4)(c), F.S., pertaining to sealed and expunged court records.
  - 5. The supervisor shall forward a copy of the documentation from the employee regarding the violation(s) to the chief personnel officer/designee within twenty four (24) hours of receipt of the information.
  - 6. Failure to self-report may result in discipline, up to and including termination from employment.

STATUTORY AUTHORITY: §§ 230.23(17); 230.23005, Fla. Stat.

LAWS IMPLEMENTED: §§ 230.03(2); 230.335(1)(a); 231.001; 231.02; 231.28(1); 435.03-.07; Fla. Stat.

HISTORY: 03/03/99; 08/06/2001

Pages 3.13(a) - 3.13(b)

**Chapter 5. Pupil Personnel  
Section 5.30**

**Policy 5.30 Reporting Child Abuse, Abandonment or Neglect**

All District employees who know or have reasonable cause to suspect, that a child is an abused, abandoned, or neglected child shall immediately report such knowledge or suspicion to the Department of Children and Families' Florida Abuse Hotline (1-800-962-ABUSE, 24 hours a day).

STATUTORY AUTHORITY: § 230.23(17); 230.23005, Fla. Stat.

LAWS IMPLEMENTED: § 39.201, Fla. Sta.

HISTORY: 1/20/99

Page 5.201



## Chapter 3. Personnel

### Section 3.19

#### Policy 3.19 Policy Prohibiting Discrimination and Harassment

1. **Purpose.** The School Board recognizes that the goal of eliminating all forms of unlawful discrimination, harassment and retaliation in the workplace will create a better work and learning environment for Board employees and students. This policy establishes procedures for the reporting, investigation and resolution of complaints of sexual harassment, other forms of harassment, discrimination and retaliation.
2. **Scope and Applicability.** This policy covers all phases of employment, including, but not limited to recruitment, testing, hiring, promotions, demotions, transfers, layoffs, termination, suspensions, rates of pay, benefits and the selection for training. The policy applies to all employees, applicants, non-employee volunteers, vendors or service providers.
3. **Policy.** The School Board is committed to maintaining a work and learning environment in which all individuals are treated with dignity and respect. All employees and applicants for employment of the School District of Palm Beach County, Florida, have the right to work in an environment free from discrimination and conduct which can be considered harassing or coercive. Therefore, harassment based on race, color, religion, sex, ethnicity, national origin, age, sexual orientation, gender identity or expression, marital status, parental status, disability or any other characteristic protected by federal and state law, will not be sanctioned or tolerated, regardless of whether it takes place in the Board's administrative or school centers during work-related assignments outside of administrative or school centers, during school related or work-related extracurricular activities or during a work-related social function. All employees and applicants for employment should be aware of the following:
4. **Sexual Harassment.** Sexual harassment is defined as:
  - a. "Unwelcome" sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature when:
    - i. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
    - ii. When submission to or rejection of such conduct is used as the basis of employment decisions affecting such individual; or
    - iii. Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.
  - b. Examples of sexual harassment may include, but are not limited to, the following:
    - i. Gestures, letters, notes, invitations, comments, slurs, jokes or epithets that are suggestive, derogatory or obscene;
    - ii. Unwanted physical contact of a sexual nature, sexual molestation or assault, leering with sexual overtones, or impeding or blocking movement;
    - iii. Display of sexually suggestive objects, posters or cartoons;
    - iv. Continuing to express sexual interest after being informed that the interest is unwelcome;
    - v. Offering favors such as employment benefits, promotions, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors;
    - vi. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee;
    - vii. Coercive sexual behavior used to imply or withhold support for an appointment, promotion, or change of assignment;
    - viii. Coercive sexual behavior used to suggest that a poor performance report will be prepared or probation will be failed; or
    - ix. Engaging in a course of conduct which, under § [748.048](#) Fla. Stat. constitutes the stalking of a staff member, student, chaperone, or parent in the workplace.
5. **Other Harassment.**
  - a. Harassment on the basis of any other protected characteristic is also strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship or any other characteristic protected by law and that:
    - i. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
    - ii. Has the purpose or effect of unreasonably interfering with an individual's work or performance;
    - iii. Otherwise, adversely affects an individual's employment;
    - iv. Implies that submission to such conduct is made an explicit or implicit term of employment; or
    - v. Implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.
  - b. Examples of such harassment include the following:

- i. Epithets, slurs or negative stereotyping;
- ii. Threatening, intimidating or hostile acts, such as stalking; or
- iii. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

**6. Complaint Procedure.**

- a. Supervisors and managers are responsible for assuring that no employee is subjected to conduct that constitutes sexual or any other form of harassment. Any supervisor or manager receiving an oral or written complaint alleging discrimination, sexual harassment, harassment or retaliation shall refer the complaint to the Equal Employment Opportunity Coordinator opportunity for handling.
- b. Any employee, who believes that he or she has been the subject of sexual or any other form of harassment by anyone at the district or by any person who does business with the district, should, and is encouraged to, bring the matter to the attention of his/her supervisor, except when the immediate supervisor is the offending party, to the Equal Employment Opportunity Coordinator. Any employee who is aware of behavior toward another employee which they feel may constitute sexual or any other form of harassment shall also report the matter to their supervisor except when the immediate supervisor is the offending party, or to the Equal Employment Opportunity Coordinator.
- c. A prompt and thorough investigation of the alleged incident will be conducted and appropriate corrective action will be taken, if warranted. To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment will be treated as confidential throughout the investigation. Once the investigation is completed, confidentiality shall be determined by the applicable laws. A person alleging that they are a victim of sexual harassment may request that their records remain confidential as specified in Florida Statute § [119.07 \(3\) \(u\)](#).
- d. Any individual found to have engaged in sexual or any other form of harassment will be disciplined as appropriate, up to and including termination. Individuals receiving action under this section may appeal such action in accordance with the appropriate grievance procedure or administrative process.
- e. The district will not in any way retaliate against an employee, potential employee, or former employee who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report. Retaliation against any individual for good faith reporting of a claim of harassment or cooperating in the investigation will not be tolerated and will itself be subject to appropriate discipline. Incidents of retaliation shall be reported in the manner as provided in this section.
- f. The district will take all appropriate steps to enforce this policy.
- g. All employees must file the complaint pursuant to the procedure herein. The exception is the superintendent, internal auditor or chief counsel to the school board, who must file the complaint with the board chair.

7. **Limitations.** Nothing in this policy is intended nor shall be construed to create a private right of action against the Board or any of its employees. The provisions herein do not affect the right of any person to file a charge of discrimination with any agency having jurisdiction over such claims.

STATUTORY AUTHORITY: Fla. Stat. §§ [1001.41](#),[1001.42](#),[1001.43](#)

LAWS IMPLEMENTED: § [42 U. S.C. § 2000e](#) and [20 U. S.C. § 1681](#)

HISTORY: 9/21/94; 5/21/97; 02/25/2002; 7/7/2010

**Chapter 3. Personnel**  
**Section 3.26**

**Policy 3.26 Possession of Firearm by a School District Employee/Contractor/Visitor on School District Property**

1. It is the intent of this Policy to clearly state that possession of firearms will not be tolerated on School District property.
2. Definitions:
  - a. "Firearm" means any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon, any destructive device; or any machine gun.
  - b. "Independent Contractor" means any person or company other than a School District employee, who provides goods and/or services to the School District and enters into a contracted agreement with the School District.
  - c. "Employee" means any person hired by the School District after completing the personnel procedures required by the School District.
  - d. "Visitor" means any business or personal invitee including, but not limited to, parents, volunteers, family members of School District employees or friends of School District employees.
3. No person may possess or bring a firearm on School District property. Employees who possess or bring a firearm on School District property shall be terminated.
4. No person who has a firearm in their vehicle may park their vehicle on School District property. Employees who park on School District property, with a firearm in their vehicle will be subject to disciplinary action up to and including termination.
5. All Contract Agreements with Independent Contractors shall provide that if any employee of an Independent Contractor or Sub-Contractor is found to have brought a firearm on School District property, said employee will be terminated from the School District project by the Independent Contractor or the Sub-Contractor. If the Sub-Contractor fails to terminate said employee, the Sub-Contractor's Agreement with the Independent Contractor for the School District project shall be terminated. If the Independent Contractor fails to terminate said employee or fails to terminate the Agreement with the Sub-Contractor who fails to terminate said employee, the Independent Contractor's Agreement with the School District shall be terminated.
6. Except to the extent allowed by law, any visitor found to have brought a firearm on School District property shall be notified that all subsequent visits to School District property will be by appointment only, and that visits without prior appointment may result in a criminal action for trespass.
7. This Policy does not apply to any Law Enforcement Officer as defined in Section 943.10(1), (2), (3), (4), (6), (7), (8), (9), or (14), Florida State Statutes or any other employee/contractor or vendor who is required as part of his/her regular job responsibilities with the School District to carry a firearm as approved by the Superintendent or his/her Designee.

STATUTORY AUTHORITY: 230.03(2); 230.22(1), (2), (3), (4); 790.115(3), Florida Statutes

LAWS IMPLEMENTED: 230.03(2); 230.22(1), (2), (3), (4); 790.115(3), Florida Statutes

HISTORY: New: 01/18/95; 5/6/99

