



The

**Substitute
Teacher
Orientation
Handbook**

Baltimore County Public Schools (BCPS) Substitute Teacher Orientation Agenda

- I. Introduction

- II. Policies and Regulations of the State of Maryland and Baltimore County Public Schools

- III. Career Opportunities and Training Resources

- IV. Payroll Information, Important Numbers and Web sites, and Benefits

- V. SmartFindExpress (SFE)

- VI. Substitute Teacher Guidelines

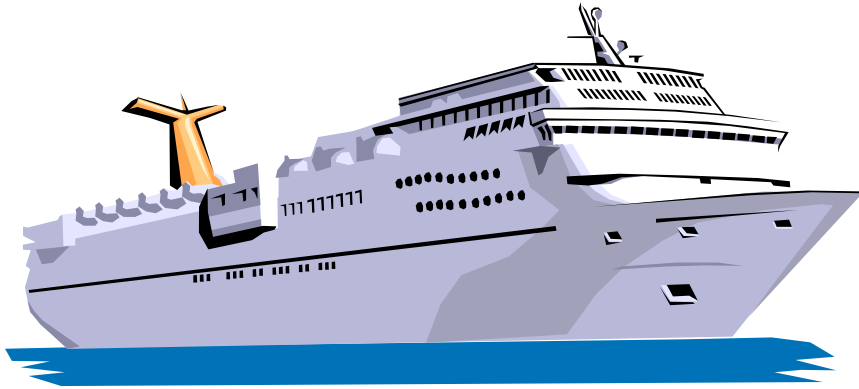
- VII. Maintaining Employment

Introduction

Welcome to Baltimore County Public Schools.

For the past several years, Baltimore County Public Schools (BCPS) have achieved what all school systems strive for, consistent progress in raising student achievement. To continue our success, it is important that BCPS has the support and dedication of everyone.

Nationwide statistics show that by the time a student graduates from high school, that student will have spent the equivalent of a full year being taught by a substitute teacher. Your services as a substitute teacher provide schools with the opportunity to continue a quality educational program in the absence of the regular classroom teacher. As a vital member of the school's educational team, you are responsible for ensuring sustained student achievement and maintaining a safe and orderly environment for the students. BCPS is confident you will provide your best efforts in meeting these expectations. To further assist substitute teachers in their efforts, *The Substitute Teacher Orientation Handbook* has been prepared by the Office of Temporary Services.



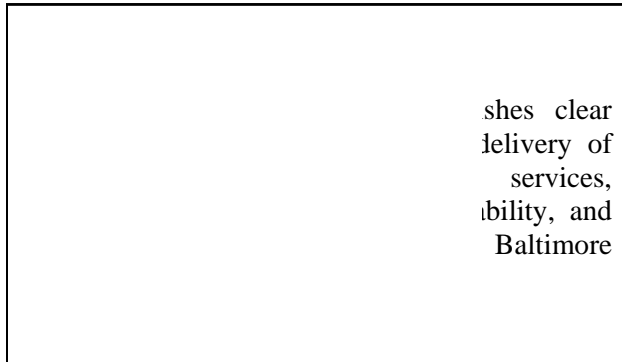
The Substitute Teacher Orientation Handbook was developed to consolidate reference information and provide guidelines for the day-to-day expectations of substitute teachers. The handbook includes policies and regulations from the state of Maryland and Baltimore County Public Schools, career opportunities and training resources, payroll information, important numbers, Web sites, benefits, SmartFindExpress quick reference material, and substitute teacher guidelines. Please take the time to read through this substitute teacher orientation handbook. It is designed to equip you with the information needed in order to provide continuity to the instructional program when teachers are away from the classroom.

Thank you for your commitment to the students of Baltimore County Public Schools and best wishes for success in all your endeavors within the school system. Any questions about this handbook, SmartFindExpress, or substitute teacher employment can be directed to the Office of Temporary Services at (410) 887-8954 or by email at oftempservices@bcps.org.

Blueprint for Progress



Joe A. Hairston, Superintendent



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Baltimore

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Vision

Baltimore County Public Schools' graduates will have the knowledge, skills, and attitudes to reach their potential as responsible, productive citizens in a global economy and multicultural society.

Mission

The Baltimore County Public Schools' mission is to provide a quality education that develops the content knowledge, skills, and attitudes that will enable all students to reach their maximum potential as responsible, life-long learners and productive citizens.

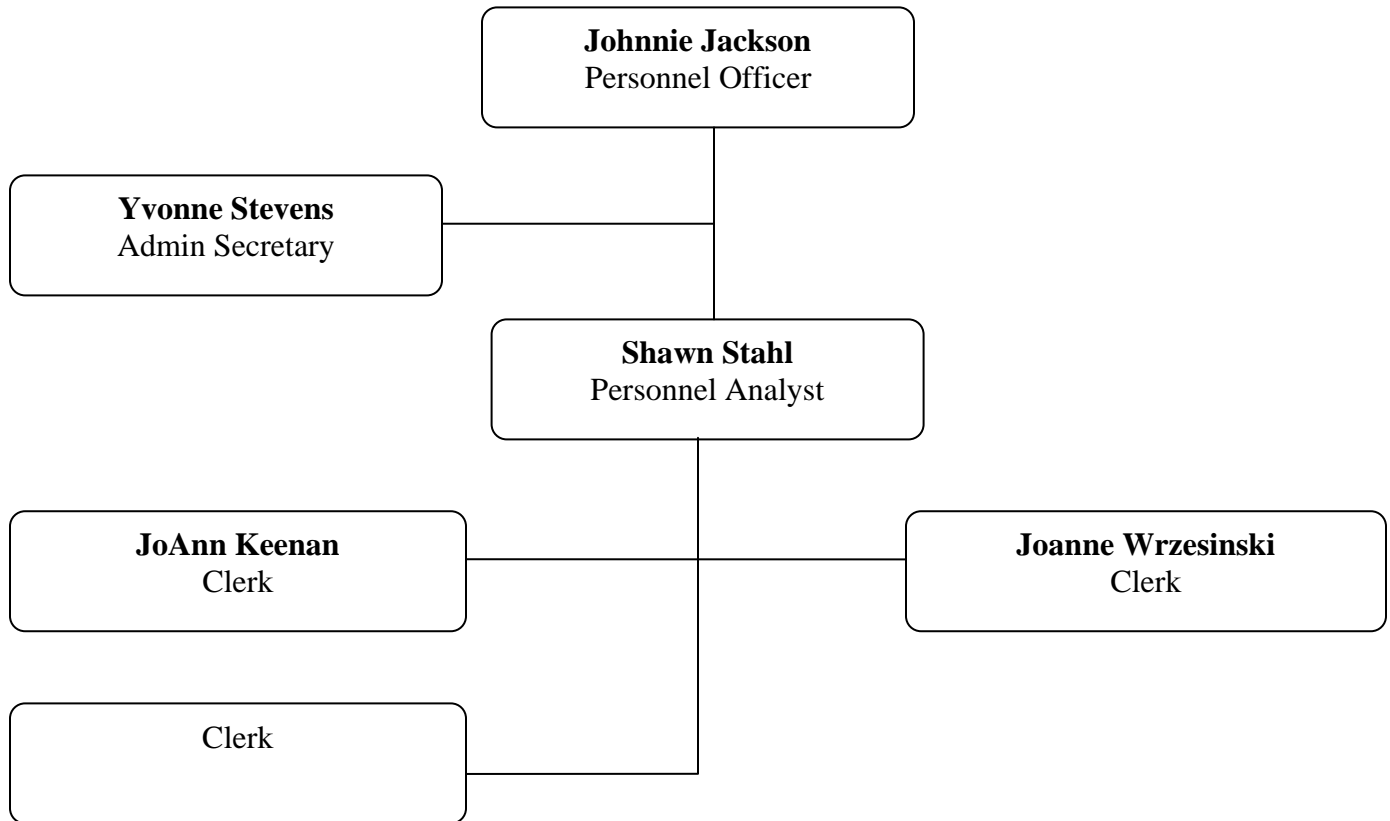
Goals

- To improve achievement for all students.
- To maintain a safe and orderly learning environment in every school.
- To use resources effectively and efficiently.

Belief Statements

- We believe that all students will learn and achieve.
- We believe that improved student achievement requires families and communities to be partners in the educational process.
- We believe that increased student achievement requires families to be responsible and accountable for their children's education.
- We believe that all schools will demonstrate adequate yearly progress.
- We believe in respecting the dignity and worth of every individual.
- We believe that a quality education requires:
 - An effective, qualified teacher in every classroom
 - An effective, qualified principal focused on instruction in every school
 - A challenging systemic curriculum
 - A results-oriented, data-driven focus based on continuous growth
 - An assessment program focused on the measurement of student growth
 - Shared accountability among teachers, principals, and central office personnel
 - Early intervention for young children.
- We believe that every employee must model ethical behavior, exhibit a strong work ethic, and perform at high levels.
- We believe that all Baltimore County Public Schools' departments and offices must demonstrate continuous improvement.

Department of Human Resources Office of Temporary Services



1946 Greenspring Drive, Suite N

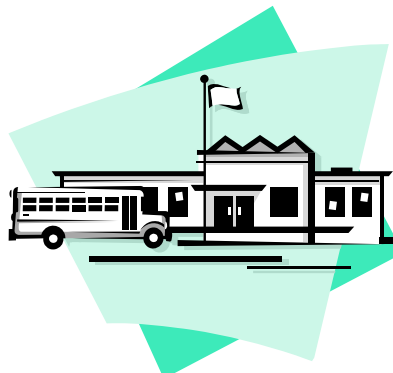
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Email: oftempservices@bcps.org

www.bcps.org/offices/personnel/temporary_services/



Policies and Regulations of the State of Maryland and Baltimore County Public Schools



The *Manual of Policies and Regulations* contains all policies adopted by the Board of Education and rules issued by the Superintendent of Schools. These policy statements are visions, goals, principles, and/or positions of the Board of Education to guide and direct the Superintendent of Schools and all Baltimore County Public School employees. It is the responsibility of the substitute teacher to follow all the policies and rules adopted by the Board of Education and enacted by the Superintendent.

Copies of the policies below have been provided. A complete *Manual of Policies and Regulations* is available at each school building and can be accessed by logging onto www.bcps.org/systems/policies_rules/.

Title IX/Harassment: Policy 4001 and 4102



- The Board of Education of Baltimore County supports Title VII of the 1964 Civil Rights Act which prohibits discrimination based on religion, color, national origin, race, and sex.
- BCPS is committed to maintaining an educational and working environment which is free of harassment for all students and employees.
- An EEO statement, *Understanding and Preventing Sexual Harassment in Baltimore County Public Schools* training and *Sexual Harassment in Schools* brochure has been provided.

Equity and Assurance: Annotated Code of Maryland 2-205

- Assurance of success for all students in Maryland is dependent upon quality and equity in education, which empowers students to make decisions on important social and personal issues, and take action to help solve them.
- Education that is multicultural is a continuous, integrated, multiethnic, multidisciplinary process for educating all students about diversity and commonality.
- Diversity factors include but are not limited to race, ethnicity, region, religion, gender, language, socioeconomic status, age, and individuals with disabilities.
- Education that is multicultural prepares students to live, learn, interact and work creatively in an interdependent global society by fostering mutual appreciation and respect.
- In studying other cultures, teachers may not imply that there are no universal values.



Employee Conduct and Responsibility: Policy/Rule 4100



- Employees should conduct themselves in accordance with standards of behavior that reflect the educational goals of BCPS.
- Every employee must model ethical behavior, exhibit a strong work ethic, work productively, maintain a standard of dress, and perform his/her duties in a professional manner.
- Employees are prohibited from the following, which is not all inclusive:
 - ◆ Displaying discourteous conduct or disrespect to a student, employee, or a member of the public when acting in his/her official capacity is prohibited.
 - ◆ Disclosing unauthorized personally identifiable information of employees, students, contractors, or others in which access was given through the course of his/her employment.
 - ◆ Leaving students unattended and not providing adequate supervision to ensure the conduct and safety of students who are assigned to their classroom.
 - ◆ Engaging in inappropriate relationships with students or parents that extend beyond the boundaries of the professional relationship.
 - ◆ Dating or have a sexual or otherwise inappropriate relationship with a student or exploit the teacher/student relationship, in person or through communication, with students.

Note: Inappropriate relations may include, but is not necessarily limited to, sexual contact or conduct, touching or fondling, phone calls, letters, tapes of sexual/intimate nature, and accepting or giving gifts of sexual/intimate nature.

Suspected Child Abuse By An Employee: Policy/Rule 4103 & Rule 5440



- All children have a right to be protected from child abuse and neglect.
- All cases of suspected child abuse, neglect, and/or inappropriate behavior will be dealt with in accordance with applicable laws and school rules.
- All cases of suspected physical abuse, sexual abuse, and neglect must be reported to the appropriate authorities.
- A substitute teacher suspected of child abuse, neglect, and/or inappropriate behavior will be immediately inactivated and unavailable for assignments pending the results of external and internal investigations.
- Should a staff member have reason to believe that child abuse, neglect, and/or inappropriate behavior has occurred, the Department of Social Services should be contacted immediately. Procedures outlined in Board of Education Policy 4103 shall be followed.

Drug-Free Workplace: Policy/Rule 4101

- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol in any quantity is prohibited in the workplace.
- All employees on official business, both in and out of the workplace, are prohibited from the abuse of alcohol and/or non-controlled substances.



- Employees have a duty to notify the Board of Education of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- Employees may be tested for drugs and/or alcohol when an administrator has a reasonable suspicion of on the job or job-related drug and/or alcohol use or impairment.

Use of School Property: Policy 1300

- Gambling, raffles, and all other games of chance on Board of Education property or in connection with school projects are prohibited.
- The use, sale, or possession of alcoholic beverages and illegal drugs on Board of Education property is strictly prohibited.
- The use of obscene and/or abusive language on Board of Education property or in connection with school projects is prohibited.



Tobacco-Free Environment: Policy 2372



- The Board of Education of Baltimore County is committed to providing a tobacco-free work environment for its students and employees.
- The sale and use of any form of tobacco is prohibited in school system owned or leased buildings and grounds at all times (24 hours a day, every day) regardless of whether or not students are present.

Fingerprinting Law Maryland Code: Family Law/Title V

- State law requires that fingerprinting and criminal background investigations be made on all new employees hired by a public school system.
- A substitute who has not worked for the Board within a period of 365 days or longer must be fingerprinted and a background check must be initiated before being employed by Baltimore County Public Schools.
- Additional information is available at www.bcps.org/offices/human_resources/fingerprinting/.



Ethics Code: Policy 8360, 8361, 8362, 8363, 8364, 8365, and 8366



- The Ethics Code establishes guidelines of ethical and professional conduct consistent with the school system's precepts, beliefs, and values and local public ethics laws.
- *The Ethics Code* brochure has been provided. This brochure includes direction in the following areas: gifts, conflict of interest, financial disclosure, and lobbying disclosure.

Accidents/Medical Emergencies: Rule 2352

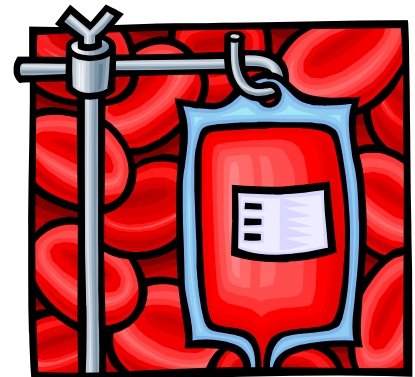
- School nurses are responsible for rendering emergency care to anyone who needs first aid and/or emergency care for health problems that occur on a school-site during the school day.



- All accidents/medical emergencies which do not involve care by the school nurse shall be reported to the building administrator/designee by the employee.
- Refer to Rule 2352, section D for reporting procedures.
- Workers' compensation procedures outlined in the *Critical Response and School Emergency Safety Management Guide* shall be followed for all employees, volunteers, student teachers, and student interns who have received first aid and/or medical intervention for a work-related accident or medical emergency.

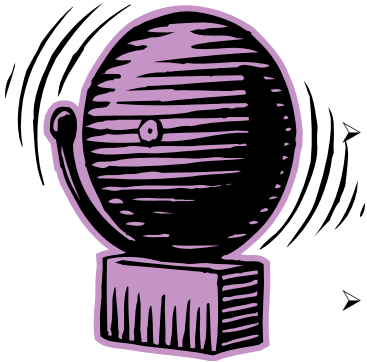
Bloodborne Pathogens

- OSHA has developed regulations designed to limit workplace exposure to blood and other potentially infectious materials that could result in the transmission of bloodborne pathogens.
- All employees need to practice a universal precaution, which means treating all body fluids and materials as if they are infected.
- Whenever possible, the best choice is to avoid exposure or put a barrier between you and the body fluid until the school nurse is available to take over treatment.
- If an employee is injured or exposed to body fluids while on the job, he/she should consult with the school nurse or designated staff member immediately.
- If it is determined that an injury or exposure has taken place the nurse will refer the person for treatment to an approved medical center. A *First Report of Injury* form is to be completed and faxed to the Office of Risk Management at (410) 308-4720.
- Additional information is available in the *Bloodborne Pathogen Information* brochure which has been provided. The *Exposure Control Plan* found in each school, and online at www.bcps.org/offices/sss/health. Questions and concerns can also be answered by contacting the Office of Student and Employee Health Services at (410) 887-6368.



Emergency and Safety Procedures

- Baltimore County Public Schools has developed, in close collaboration with county police, fire, health, and other government agencies, a detailed *Critical Response and School Emergency Safety Management Guide* that enables the system to respond quickly and in a coordinated fashion. This guide can be accessed on the BCPS website at www.bcps.org/offices/sss/crsesm_guide.html.



- Locate the evacuation map posted in each classroom and each *School's Emergency Safety Plan*. This plan provides emergency preparedness and response instructions, information, and guidelines to protect the safety and well-being of students and staff at the time of an emergency.
- *Universal Emergency Response Procedures* have been provided.

Telecommunications Access to Electronic Information, Services, and Networks: Policy/Rule 4104

- The use of telecommunications in Baltimore County Public Schools is to be used for tasks performed by employees which are directly related to Baltimore County Public Schools positions, job responsibilities, mission, and goals.
- No personal use of any kind is permitted.
- Principals are responsible for determining when temporary employees shall have access to telecommunications and for assuring that said employees have satisfied the Baltimore County Public Schools compliance.
- Employees who use telecommunications in Baltimore County Public Schools without having a signed *Telecommunications Acceptable Use Policy for Employees Form* (Series 4104, Form A) on file are in violation of Board policy and subject to disciplinary action.



Student Records: Rule 5230

- Family Educational Rights and Privacy Act (FERPA) protect student information.
- Access to student record information is limited to school officials or authorized personnel with legitimate educational interest for the purpose of fulfilling professional or job responsibilities.



Career Opportunities

- Baltimore County Public Schools encourage those who wish to seek career or advancement opportunities within BCPS to stay in touch with the following resources:
 - ◆ Vacancy announcements (distributed to every school and office for posting)
 - ◆ Employment Opportunity Line at (410) 887-4080
 - ◆ Baltimore County Public Schools Job Opportunity Web Site at www.bcps.org/jobs/.



Training Resources

- Professional Development focuses on content knowledge, pedagogy, the ongoing analysis of student data, and the continuous evaluation of the impact of instruction on student learning.
- Substitute teachers are eligible to register for courses on a space-available basis.



- Course fees and additional information are available by logging onto www.bcps.org/offices/pdc/ or by calling (410) 887-6400.



Payroll

Substitute teachers are paid two weeks in arrears (two weeks after the pay period in which the services were provided) every two weeks. Paychecks are mailed to the employee's home address. See BCPS' pay calendars and schedules at www.bcps.org/offices/payroll/.



Important Numbers and Web sites

Office of Temporary Services 410-887-8952 or 8954
Fax 410-252-1861
Email oftempservices@bcps.org
Web site - www.bcps.org/offices/personnel/temporary_services/

Office of Payroll 410-887-4240
Northwest area ext. 250
Southwest area ext. 256
Central area ext. 254
Northeast area ext. 247
Southeast area ext. 252
Fax 410-887-7610
Web site - www.bcps.org/offices/payroll/

Benefits

Although temporary employees are not eligible for medical and health benefits, they are eligible for the following:

- Participation in the 403(b) and 457(b) retirement plans. Access www.bcps.org/offices/payroll/ for additional information.
- Direct deposit of their paychecks.
- Membership in the First Financial Federal Credit Union (FFFCU) and its United Buying Service program. Call (410) 321-6060 for more information.
- Professional development provided by the school system on a space available basis. Access www.bcps.org/apps/registration/.
- Workers' compensation: Applies when an injury or illness is incurred during the course of employment.
- Employee Assistance Program (EAP Internal).



SmartFindExpress Phone Quick Reference

System Phone Number: 410-427-3031

Help Desk Phone Number: 410-887-8954

ID _____

(Seven digit home phone number excluding the area code)

PIN _____

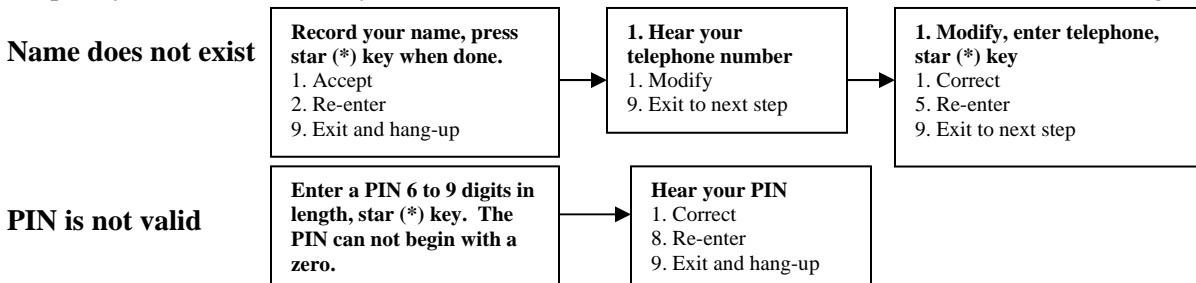
(Six to nine digit number created when registering via the phone)

System Calling Times

Week Day	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 a.m. Continues until jobs are 50% completed	5:00 – 10:00 p.m.
Saturday	None	5:00 – 10:00 p.m.
Sunday	None	5:00 – 10:00 p.m.
Holidays	None	5:00 – 10:00 p.m.

Substitute Call-in Registration

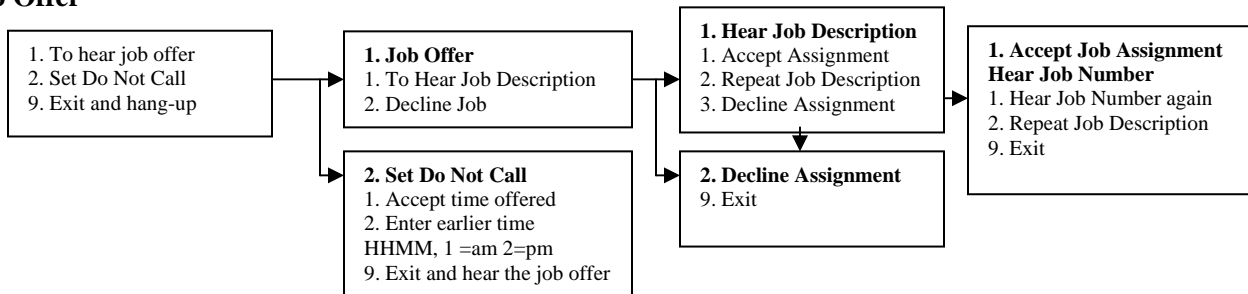
Enter your Access ID, followed by star (*) key. Enter your PIN, followed by star (*) key. When hired, your temporary PIN is the same as your Access ID. You must create a new PIN which is six to nine digits.



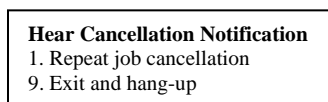
System Call-Out (for Job Offers and Cancellation Notifications)

Enter your Access ID, followed by star (*) key. Enter your PIN, followed by the star (*) key, *or* enter the star (*) key to make the system wait for 2 minutes to enter your Access ID. After 2 minutes, the system will hang-up.

Job Offer



Job Cancellation Notification



SmartFindExpress Web Quick Reference



Web Browser URL: sems.bcps.org

Sign In

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your Access ID and PIN. Review additional announcements on your home page, if any.

Profile Link

Choose the Profile menu option to view and update your information.

Profile Tab (Blue Substitute Tab)

- Change your Callback Number.
 - Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code only if required for the system to call you from Timonium.
- Add Temporary Do Not Call setting.
 - Enter a time in HH:MM a.m. or p.m. format for the system to resume calling. (The maximum is 24 hours from the current time.)

Schedule Tab

- Create a New Availability Schedule.
 - Select *New* button.
 - Select *Save* button.
 - Select days of the week for the schedule by leaving boxes checked by that day.
 - Select the times you are available to work or do not want to be called (choose only one option.)
 - Check box for all day or
 - Enter a start and end time range in HH:MM am or pm format.
 - Select *Save* button.
 - Select the *Return to List* button, to exit without saving changes.
- Modify your Availability Schedule.
 - Choose day or days of the week you want to delete by checking the boxes by that day.
 - Select the *Delete* button.
 - Select the *New* button to add a new day of week or time. Follow the steps for "Creating a New Availability Schedule" as outlined above.
- Delete an Availability Schedule.
 - Select day(s) of the week you want to delete by checking the boxes by that day.
 - Select the *Delete* button.

Classifications and Locations Tab

- Review classifications and locations you have chosen for possible assignments



Unavailable Dates Tab

- Create Unavailability Schedule.
 - Select the *New* button.
 - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon.
 - Select the *All Day* check box or enter the time range in HH:MM am or pm format.
 - Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time.

- o Select *Save* button.
- **Delete Unavailability Schedule.**
 - o Place a checkmark in the desired date range box.
 - o Select the *Delete* button.



Available Jobs Link

Choose the Available Jobs menu option to view and accept assignments.

To view and accept jobs:

- You must be available to work all days and times of the job.
- You have specified that you will work at the location.
- You are specified for the job.

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data.
- Press the *Search* button to display the list of jobs.
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
 - o Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Record this Job Number.**
 - o Select the *Decline Job* button.
 - o Select the *Return to List button* to return to the job listing.

Review Assignments

Choose the Review Assignments link to review past, present, and future assignments or to cancel an assignment.

Follow these steps:

- Select format for Assignment display. List or Calendar view.
- Search for assignments.
 - o Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon. Leaving dates blank will return all data.
 - o Enter a specific job number (date range will not be used.)
- Press the *Search* button to display the list of assigned jobs.
- Choose the *Job Number* link to view job details.
 - o Select the *Return to List* button to review other jobs assigned to you.
 - o Select the *Cancel Assignment* button to cancel your assignment. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment that has already started.



Substitute Teacher Guidelines

An important aspect of becoming an effective substitute teacher is how you view and portray yourself to students, staff, and the community. The following substitute teacher guidelines provide expectations, guidance, and tools to aid in your success with Baltimore County Public Schools.

Prior to Your First Assignment



- Be familiar with Baltimore County Public Schools policies and rules. Copies of the *Manual of Policies and Regulations* are available at each school building and can be accessed by logging onto www.bcps.org/systems/policies_rules/
- Reference each school's *Staff Handbook* for building policies and rules.
- Have a pen and paper available when accepting an assignment. You will need to keep the date, time, location, and job number for each accepted assignment as a reference.
- Determine the amount of time it will take to arrive at each school location listed on your substitute teacher profile. Have driving directions, school phone numbers, and contact names available for assignment questions.

Reporting Times and Punctuality

The SFE calling system will call substitute teachers to fill an assignment from 5:00 p.m. through 10:00 p.m. for all future assignments. The system will call substitute teachers to fill that day's positions beginning as early as 5:30 a.m. and will continue to call until the available assignments are 50% complete.



- Arrive early enough to review lessons, routines, and prepare for the day; a minimum of 15 minutes prior to the start of the assignment is expected.
- Determine if there is a difference between your watch and the school's time to ensure you are not late.
- Call the school's main office to provide an approximate time of arrival and verify if you are still needed for the assignment, if you are unable to report on time.

Change of Assignments and Cancellation of Assignments

When substitute teachers accept an assignment, they are making a commitment to the school.

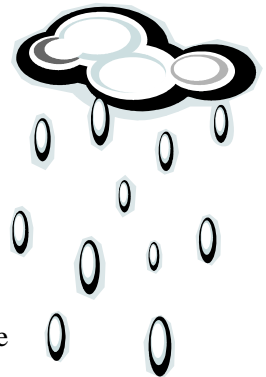
- Use SFE to report all assignment cancellations as soon as possible. Refer to your *Substitute Quick Reference* brochure.
- Cancel assignments through SFE only in cases of emergencies. Substitute teachers can cancel assignment unless the assignment has already begun.



- Contact the school, in addition to reporting the cancellation through SFE, if the cancellation is the morning of the assignment. This notifies school personnel that they need to make other arrangements.
- Call SFE the morning of the assignment to ensure the assignment has not been cancelled. The school's administration has the right to change or cancel an assignment to meet the instructional needs of the students.
- Assignment changes will be communicated by the school's administration. You may be asked to accept an assignment outside your background or educational training. You are not expected to be content experts. However you are to make every attempt to follow the lesson plan and maintain a classroom environment that is conducive to learning.
- If an assignment is cancelled by the school after your arrival, the school will try to find an instruction related assignment. If the school does not have an assignment available and you are unable to find another comparable assignment, you will be compensated one half day of pay for your inconvenience.

Emergency Conditions/Inclement Weather

- Listen to local media stations or check the BCPS website for delayed openings, early dismissals, or school closings during inclement weather.
- Adjust your report time and arrive at least 15 minutes prior to the opening of school when schools are delayed.
- Follow the cancellation procedures referenced above if you are unable to report for the assignment.



Appropriate Dress



- Dress professionally and appropriately for the assignment. Jeans, T-shirts, sandals, tennis shoes, and other casual clothing are not considered professional or appropriate attire for the classroom setting.
- Wear comfortable shoes and plan to be on your feet all day monitoring, assisting, and providing positive reinforcement to keep students on task.

Prior to the Start of Any Assignment

- Report to the main office a minimum of 15 minutes prior to the start of the assignment to obtain class location, assignment folder, keys (if applicable), and other information from the secretary.
- Sign the substitute sign-in sheet.
- Clarify, with the school's secretary, the procedure for taking student attendance. Attendance may need to be taken electronically, or attendance cards may need to be completed and sent to the main office at the end of homeroom period. Ensure you have a seating chart to assist with the attendance procedure.
- Check with the office to see if there is anything special going on that day such as an assembly, fire drill, group testing, etc.

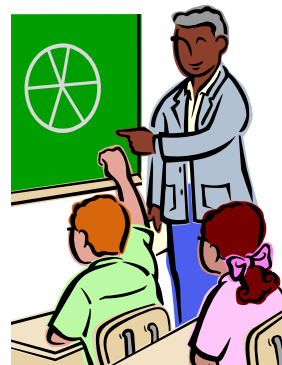
- Introduce yourself to teachers in neighboring classrooms. Surrounding teachers can assist with questions about the school's policies and procedures.



- Become acquainted with the classroom. Locate and review the classroom rules and evacuation map. Familiarize yourself with emergency evacuation procedures posted in the classroom.
 - Review the contents of the assignment folder which typically will contain seating charts, lesson plans, and the teacher's regular schedule.
 - Read through the lesson plans and identify books, handouts, and materials that you will be responsible for throughout the day.
 - Write your name and the lesson instructions on the board.
- Prepare to have the students begin to work immediately.
 - Stand at the door and greet students when they enter.

Throughout the Day

- Follow the teacher's lesson plan as closely as possible and complete a substitute teacher report for each class. Collect materials and student work as directed and assign homework as specified in the lesson plan. Provide feedback to the teacher about the activities of the day which may include, but are not limited to, the students' behavior.
- Circulate the classroom and monitor the students to keep them on task.
 - Perform duties as requested by the teacher or school's administrator during planning period.
 - Maintain a professional attitude at all times. Have a positive attitude about the school, the students, and your teaching assignment.
 - Do not discuss the students or any information obtained or observed with other people, especially out of school. If you feel you need to discuss a concern, you can speak with the school's administrator. Confidentiality is essential.
- Refer any unresolved problems with students to the appropriate administrator immediately. At no time should abusive language be used or punishment be administered to a student.
- Be responsible for the safety of the students. Do not leave students unattended. Automatically refer students to the nurse for all cuts, injuries, administration of medication, or other health related reasons.
- Avoid physical contact with students.
- Monitor closely all student activities.



Other Teacher Duties

- Report promptly for lunch duty, bus duty, or other special assignments that appear on the teacher's schedule. You are taking on the roles and responsibilities of the teacher.
- Be alert and attentive to what students are doing.
- Remain standing and move about the area you are supervising.
- Intervene before allowing a situation to get out of control and don't hesitate to ask for help from another teacher.
- Never leave students unsupervised.
- Remember, your active presence is usually enough to discourage inappropriate behavior.



End of the Day

- Collect any materials provided to the students.
- Remind students of homework.
- Have the students clean up their area.



- Take a few minutes to complete a report for the teacher. Write a detailed summary of what was accomplished throughout the day, along with any problems that arose and things that went well. Provide an explanation as to why you were unable to carry out any plans left for the day. Leave completed assignments neatly organized.
- Ensure the room is restored to its initial condition at the end of the day. Close doors, windows, and turn off lights before leaving the room. Return the classroom key, if applicable, to the main office. Notify the secretary in person that your assignment has ended prior to leaving for the day.

Helpful Hints

- **Parking** - Know where the designated parking is for staff.
- **Intercom** –Learn how to use each school's intercom system in the event that you need to reach the office immediately. Each school may have a different intercom system.
- **Rest Rooms** – Locate the appropriate restroom. Several schools have rest rooms available for staff only.



- **Pay Phone** – Turned off cell phones while school is in session. Pay phone locations vary from school to school.
- **Faculty Room** – Determine from the school secretary where you can safely store your lunch and other personal belongings.
- **Photocopier** – Find the workroom. If you need to make copies of handouts from the lesson plan, the copier is usually located in this room. Remember that all technology is to be used for educational purposes only. Personal use of technology is not permitted.



- **Mailboxes** – Verify with the school’s secretary if you will need to check the teacher’s mailbox located in the office. If applicable, check the mailbox in the morning before class begins and again at lunch time.
- **Special Area Classes** – Recognize where the special area classes are located and the procedure for taking students to these special area classes. Special area classes include physical education, music, art, library, and computer lab.

- **Dismissal** – Know the procedure and time to dismiss students. Request a bell schedule from the main office.
- **Cafeteria** – Become familiar with the procedure to dismiss students for lunch. You may need to report a lunch count at the beginning of the day.
- **Visitors** – Direct anyone who does not have a visitor badge or a volunteer badge to the office immediately. All visitors must go to the office to sign in and get a badge.
- **Excusing Students from the Classroom** – Review the procedures to excuse a student. Schools may use hall passes, bathroom/lavatory passes, and/or nurse passes. Under no circumstances should you release a student directly to a parent without going through the office.
- **Discipline Referrals: Office and Time-out Room** – Recognize the proper procedures and where the room is located.
- **Classroom Trailers** – Obtained a key to access the classroom trailer, in addition to a separate key to access the school building from the school’s secretary.
- **Audiovisual Equipment/Access** – Know what equipment is needed for your assignment and how to operate the equipment correctly.
- **Medical Procedures** - Know the procedures for accidents and illnesses, and locate the nurse passes.
- **Teacher’s Schedule** - Identify assigned duties, locations, and responsibilities.
- **Emergency Procedures** – Familiarize yourself with the room’s evacuation map and the school’s *Critical Response and School Emergency Safety Management Guide*. *Universal Emergency Response Procedures* have been provided.



Classroom Management Tips

- Become familiar with the lesson plans for the day before the students enter the room.

- Distribute materials on desks before students enter the classroom.
- Be present and visible in the room when students enter. Students should never be left unattended.
- Begin instruction/activities immediately. Start the students on the lesson before taking attendance; use the seating chart rather than calling names. Spending time on procedures provides time for students to get bored and start behaving inappropriately.



- Have students' directions displayed (chalkboard/transparency) for student reference.
- Talk as little as possible when students are involved in quiet, seat work.
- Give clear and concise directions. Avoid arguing with students.
- Have individual students hold questions until the rest of the class has begun work. Be positive but not overly friendly. Praise students for their good behavior.
- Treat students with respect; be fair and consistent.
- Appreciate and respect students' personal space. This may vary from student to student.

Behavior Management Tips

- Avoid criticism of students and respond to situations in a positive way.
- Teach expectations. Establish your rules and expectations very clearly at the beginning of the day.
- Circulate around the room. Never sit at your desk, especially during independent work or an exam. Students will be less likely to talk or share answers when you are close to them.
- Whisper to or isolate students in order to speak with them privately.
- Respond to negative behaviors with non-verbal cues such as a stern look or stare, or a shake of the head or hand.
- Use non-verbal signals to get students' attention. Do not attempt to talk over students who are not paying attention.
- Reward positive behaviors by smiling, giving individual/group compliments, reading a good report left for the teacher, and involving the class in writing the feedback report.



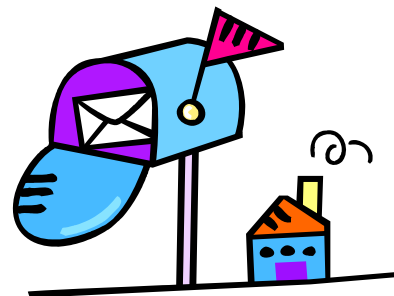
- Call the office and ask for an administrator immediately if there is any problem that needs attention.
- Know the teacher next door. Introduce yourself so you can call on someone to answer questions throughout the day.

Maintaining Employment

A substitute teacher's employment with Baltimore County Public Schools is "at-will," meaning that either the employer or the employee can terminate the employment relationship at any time and for any reason, immediately and without prior notice. All employees of Baltimore County Public Schools are expected to conduct themselves in accordance with applicable laws and standards of behavior that support the mission and goals of the school system. The following information is provided to help you better understand procedures which may affect your status as a substitute teacher.

Reasonable Assurance

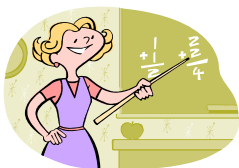
Each spring all active substitute teachers receive a letter assuring they may return to their position as a temporary employee. At that time, substitute teachers who do not wish to continue their employment must notify the Office of Temporary Services of that decision. Any active substitute teacher who goes beyond 365 days without working in an assignment will be inactivated as an employee. Employment files will be held for three years from the termination date. After that time the file will be destroyed. Substitute teachers wishing reactivation during subsequent school years will need to reapply.



Priority Listings: Priority, Preferred, and Do Not Use

Schools have the option of using Priority and Do Not Use lists in the automated calling system to indicate a substitute's status with the school.

Priority lists are created by school administrators to identify those substitute teachers that best meet the needs of their school. Substitute teachers on these lists are called first for open assignments at that school.



Administrators may also specify that a substitute teacher not be assigned to their school based on unsatisfactory performance or any reason that does not violate law. These names are indicated on schools' Do Not Use list. Substitute teachers on these lists are not eligible to receive or accept assignments at those schools.

Substitute teachers provide a valuable service to the students. That service, however, is only valuable to the extent that it meets the needs and expectations of the school's administration. When school administrators feel a substitute's performance has been unsatisfactory, they will place the substitute on their Do Not Use list and submit a *Do Not Use Notice* to the Office of Temporary Services. The following procedures will be used when a *Do Not Use Notice* is generated:

- Whenever possible the school administrator will discuss the issue with the substitute teacher.
- Once the *Do Not Use Notice* has been received, the Office of Temporary Services (OTS) will ensure the substitute teacher has been placed on the school's "Do Not Use" list.
- Substitute teachers placed on multiple schools Do Not Use list will result in a scheduled conference with the personnel analyst in the Office of Temporary Services to discuss the concern(s).
- Administrators dealing with complaints regarding situations involving child abuse, neglect, inappropriate behavior and/or behavior detrimental to the safety and well-being of students will follow the reporting guidelines set forth in Policy 4103. The substitute teacher's employment will be immediately suspended pending the results of an investigation.

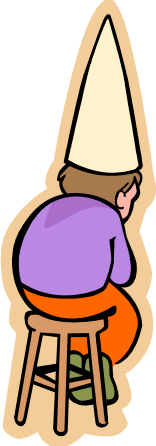


A major goal of Baltimore County Public Schools is to maintain a safe and orderly learning environment in every school. The examples below are behaviors that are considered to be so severe in nature that they may lead to action up to and including immediate termination of employment for a first offense.

- Immodest, lewd, obscene conduct or a language that renders the employee unfit for the performance of his/her duties.
- Inducing students or others to participate in/or commit an act(s) which are immodest, indecent, or obscene.
- Other conduct deemed incompatible with the education mission of the school.
- Conduct contributing to the delinquency of a minor.
- Child abuse, neglect, or allegations of child abuse and neglect.
- Failing to report suspected child abuse.
- Sexual harassment or harassment of any kind.
- Intimidation of students, staff, or citizens at large, including use of racial slurs and/or other derogatory remarks.
- Misuse or negligent treatment of Board of Education property.
- Disclosing confidential information to unauthorized person.
- Inappropriate relationships with students or parents.
- Falsifying of any school record or employment application.
- Misuse of school or school system funds.
- Disorderly conduct on school property or while on duty to include: fighting, threatening, and/or attempting to inflict bodily harm on another person.
- Possession of firearms or other weapons on Board property.
- Dating and/or having a sexual relationship with a student.
- Any post-employment arrests.
- Gang recruitment.
- Violation of HIPPA laws.
- Any pending criminal charges.
- Reasonable suspicion or abuse of drugs and alcohol.
- Threat to self or others.
- Bizarre behavior that possess a possible health and safety risk.
- Theft.
- Any behavior identified as inappropriate.
- Text messaging or emails of personal nature to students.
- Screaming, yelling, name-calling, in a threatening manner.
- Verbal abuse.
- Grabbing, shoving, and/or pushing.
- Comments of sexual or intimate nature.
- Using physical methods for discipline.
- Threats of physical action.
- Leaving students unsupervised.



The examples below are performance concerns which are considered to be unacceptable in the workplace that may individually or collectively result in action up to and including termination.



- Failure to perform all work and duties assigned by the administrator or their designee.
 - Failure to follow the written or verbal instruction of the administrator or their designee.
 - Failure to follow specified course of studies adopted by the Board of Education.
 - Failure to follow the teacher's lesson plan and/or duty schedule.
 - Documented policy violations or expectations not met.
 - Failing to complete work assignments.
 - Performing work assignments in an inappropriate or unsatisfactory manner.
 - Poor classroom/behavior management.
 - Unexcused absences.
 - Excessive tardiness.
 - Failure to report for an assignment.
 - Cancel an assignment the morning of without calling the school.
 - Pattern of leaving assignments early.
 - Any behavior identified as unprofessional.
- Use of profanity.
 - Screaming, yelling, and/or name-calling.
 - Talking about personal or sexual matters.
 - Rudeness.
 - Dressing inappropriately.
 - Eccentric behavior.

The above lists of examples are not intended to be exhaustive. Baltimore County Public Schools reserves the right to inactivate and/or terminate a substitute teacher's employment without reason or for any reason permitted by law that is determined by the school principal or the Board to be a disruption to the instructional program.





Baltimore County Public Schools
Department of Human Resources
Office of Temporary Services

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