



# Substitute Teacher Handbook

2024 - 2025

**Dr. Mark Scott**  
Superintendent of Schools

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# INTRODUCTION

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Congratulations on your selection as a Houston County School District substitute teacher. Substitute teachers are vital to the continuity of the instructional program and are essential to a high-quality education for each student. When regular staff members are absent, the quality of the instructional program provided by the Houston County Schools rests with the substitute teacher. The educational program should continue without undue disruption. You, the substitute teacher, play a vital role in achieving this objective by ensuring that our students receive the highest standard of classroom instruction in the absence of the regular classroom teacher.

The purpose of this handbook is to provide professional instruction and guidance in your substitute teacher role. Please consult this handbook prior to making any decisions concerning policy-related information. If the desired information is not in this handbook, please consult the district policy manual which is located on the Houston County School District website at [www.hcbe.net](http://www.hcbe.net). The school principal should be contacted if additional information is needed.

It is our desire that you leave each work experience with a feeling of accomplishment knowing that you have provided the students of Houston County Schools with quality educational instruction.

# MISSION

Our mission is to produce high achievement for all through continuous growth.



# VISION

Our vision is to be the standard for world-class education.



# The Houston County Way

*This encompasses these beliefs and statements:*

- ☀ Strive for excellence in all that we do.
- ☀ Have a professional attitude.
- ☀ Go the extra mile.
- ☀ Base decisions on what's best for students.
- ☀ Provide quality customer service.
- ☀ Work hard, with dedication and love for students.
- ☀ Approach work every day with a positive attitude, hope, enthusiasm and compassion.
- ☀ Do things right; do the right thing.

## Houston County Values

*Our district upholds the following values:*



- ☀ Prioritize the safety and well-being of all.
- ☀ Produce college and career ready graduates.
- ☀ Promote the academic success of all students. All means all!
- ☀ Ensure the academic, behavioral, and social-emotional growth of students through a Multi-Tiered System of Supports.
- ☀ Support quality learning, by student, by standard.
- ☀ Take collective responsibility for teaching, learning and professional development through professional learning communities.
- ☀ Use evidence-based, high-leverage practices to meet the needs of all students.
- ☀ Create partnerships with stakeholders that promote positive relationships and student success.


# CENTRAL OFFICE CONTACTS

If you need assistance with specific issues, below is a list of topics with the corresponding point of contact and phone number.

<p><b>478-988-6138</b></p>  <p>Substitute Support <i>Lisa Huntt</i></p>	<p><b>478-988-6244</b></p>  <p>General Questions <i>Joy Card</i></p>	<p><b>478-218-4604</b></p>  <p>Online Application <i>Dayna Perkins</i></p>
<p><b>478-210-7714</b></p>  <p>Certification Inquiries <i>Michele Casey</i></p>	<p><b>478-988-6243</b></p>  <p>Paraprofessional Inquiries <i>Marie Porter</i></p>	<p><b>478-210-8580</b></p>  <p>Payroll Department <i>Hannah Gordon</i></p>

# SCHOOL CALENDAR

You can access and download the full-page calendar on the Active Substitutes page of our website: [www.hcbe.net/activesubstitutes](http://www.hcbe.net/activesubstitutes)



## 2024-2025

<p>July 24 – July 30, 2024 Pre-Planning/Site Collaboration (Opening Session July 24)</p> <p>July 31, 2024 First Day of School</p> <p>September 2, 2024 Labor Day Holiday</p> <p>September 3, 2024 Distance Learning Day/Site Collaboration</p> <p>October 7-10, 2024 Fall Holiday, Students &amp; Teachers</p> <p>October 11, 2024 Columbus Day Holiday (Observed)</p> <p>October 14, 2024 Student Holiday/Site Collaboration</p> <p>November 11, 2024 Veterans Day Holiday</p> <p>November 25-29, 2024 Thanksgiving Holiday</p> <p>December 20, 2024 Last Day of Semester – ½ Day</p> <p>December 23 – January 2 Christmas &amp; New Year's Holiday</p> <p>January 3, 2025 Student Holiday/Site Collaboration</p> <p>January 6, 2025 Second Semester Begins</p> <p>January 20, 2025 Martin Luther King, Jr. Holiday</p> <p>February 17, 2025 Presidents' Day Holiday</p> <p>February 18, 2025 Distance Learning Day/Site Collaboration</p> <p>March 28, 2025 Student Holiday/Site Collaboration</p> <p>March 31-April 4, 2025 Spring Break</p> <p>May 21, 2025 Last Day of Semester – ½ Day</p> <p>May 22-23, 2025 Post-Planning/Site Collaboration</p> <p>May 23-24, 2025 High School Graduation</p> <p>May 26, 2025 Memorial Day Holiday</p>	<table border="1" style="width: 100%; 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First & Last Day of Semesters

Pre/Post-Planning & Collaboration

Holidays/System Shutdown

Distance Learning/Site Collaboration

Approved July 18, 2023 by the Board of Education

# SCHOOL EMERGENCY CODES

In emergency situations, the school administration may deem it necessary to initiate one of the following emergency codes.

**Code Blue**  
 Serious medical emergency. School is on "lock down" with classroom instruction continuing.

**Code Green**  
 Any blue, yellow or red codes have been lifted. All persons resume normal activities with no restrictions.

**Code Red**  
 Definite threat has been determined on campus. All movement ceases. The school is on "lock down." Staff members are moving all individuals away from windows and doors. All windows and doors are locked, and lights are turned out. Doors are NOT opened for anyone. If you are outdoors, report to the closest campus building immediately.

**Code Yellow**  
 Possible threat near the school. School is on "lock down" with classroom instruction continuing.

# SCHOOL MEAL PRICES

The following are published prices from our School Nutrition Program (and subject to change). Substitutes will pay the "Adult" prices.

	Primary/Elementary		Middle/High	
	Student	Adult	Student	Adult
Breakfast	\$2.00	\$2.25	\$2.00	\$2.25
Lunch	\$2.75	\$5.25	\$3.00	\$5.25

# PROFESSIONAL CONDUCT/ DRESS CODE

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Employees of the Houston County School District should maintain a high standard of professional conduct. Personnel should refrain from fraternization and undue familiarity with students; including consumption of alcoholic beverages, use of drugs, and sexual relations with students.

Personal appearance while attending the schools of Houston County, and while representing the schools in connected activities, should be such as to reflect dignity and pride in the schools.

Houston County School District employees are expected to dress in an appropriate and professional manner as dictated by job duties and responsibilities. Discretion in choice of wearing apparel and proper grooming helps to promote an instructional atmosphere conducive to learning. Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment. Hair must be well-groomed. Only natural hair-coloring is permitted. Extreme hairstyles and fads that would interfere with the learning process, cause a disruption of the education environment, or be a health or safety hazard are prohibited.



## Code of Ethics for Educators 505-6-.01

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*Effective Jan 1, 2024*

(1) **Introduction.** The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission (GaPSC) has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) **Definitions.**

- (a) “Breach of contract” occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the GaPSC.
- (b) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the GaPSC.
- (c) “Child endangerment” occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.
- (d) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the GaPSC alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.
- (e) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the GaPSC and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.
- (f) “Inappropriate” is conduct or communication not suitable for an educator to have with a student. It goes beyond the bounds of an educator-student relationship.
- (g) “Physical abuse” is physical interaction resulting in a reported or visible bruise or injury to the student.



- (h) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the school year of graduation.

(3) **Standards.**

- (a) **Standard 1: Legal Compliance** - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or 505-6-.01 Page 2 not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.
- (b) **Standard 2: Conduct with Students** - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:
1. Committing any act of child abuse, including physical and verbal abuse;
  2. Committing any act of cruelty to children or any act of child endangerment;
  3. Committing any sexual act with a student or soliciting such from a student;
  4. Engaging in or permitting harassment of or misconduct toward a student;
  5. Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
  6. Furnishing tobacco, alcohol, or illegal/ unauthorized drugs to any student; or
  7. Failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator’s supervision (including but not limited to at the educator’s residence or any other private setting).
- (c) **Standard 3: Alcohol or Drugs** - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:
1. Being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
  2. Being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).
    - (i) For the purposes of this standard, an educator shall be considered “under the influence” if the educator exhibits one or more of the following indicators, including but not limited to: slurred speech, enlarged pupils, bloodshot eyes, general personality changes, lack of physical coordination, poor motor skills, memory problems, concentration problems, etc.
- (d) **Standard 4: Honesty** - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting:
1. Professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
  2. Information submitted to federal, state, local school districts and other governmental agencies;
  3. Information regarding the evaluation of students and/or personnel;
  4. Reasons for absences or leaves;

5. Information submitted in the course of an official inquiry/investigation; and
  6. Information submitted in the course of professional practice.
- (e) **Standard 5: Public Funds and Property** - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:
1. Misusing public or school-related funds;
  2. Failing to account for funds collected from students or parents;
  3. Submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
  4. Co-mingling public or school-related funds with personal funds or checking accounts; and
  5. Using school or school district property without the approval of the local board of education/governing board or authorized designee.
- (f) **Standard 6: Remunerative Conduct** - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:
1. Soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
  2. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
  3. Tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
  4. Coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.
- (g) **Standard 7: Confidential Information** - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:
1. Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
  2. Sharing of confidential information restricted by state or federal law;
  3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
  4. Violation of other confidentiality agreements required by state or local policy.
- (h) **Standard 8: Required Reports** - An educator shall file with the Georgia Professional Standards Commission reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:
1. Failure to report to the GaPSC all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
  2. Failure to make a required report of a an alleged or proven violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
  3. Failure to make a required report of any alleged or proven violation of state or federal law as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports

include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

- (i) **Standard 9: Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position; or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students; or failure to supervise a student(s).
  - (j) **Standard 10: Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:
    - 1. Committing any act that breaches Test Security; and
    - 2. Compromising the integrity of the assessment.
- (4) **Reporting.**
- (a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the GaPSC must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).
  - (b) The GaPSC notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the National Association of State Directors of Teacher Education and Certification (NASDTEC) Clearinghouse.
- (5) **Disciplinary Action.**
- (a) The GaPSC is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the educator:
    - 1. Unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
    - 2. Disciplinary action against a certificate on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
    - 3. Order from a court of competent jurisdiction or a request from the Department of Human Services that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
    - 4. Suspension or revocation of any professional license or certificate;
    - 5. Violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and
    - 6. Any other good and sufficient cause that renders an educator unfit for employment as an educator.
  - (b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or, in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics for Educators. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district.
  - (c) The GaPSC is authorized to determine no probable cause as provided in O.C.G.A. § 20-2-984.4(e) and § 20-2-984.5(e) if:

1. After a preliminary investigation is concluded it is unlikely that there exists a preponderance of the evidence necessary to prove at a hearing that a violation occurred; or
  2. After a hearing the administrative law judge makes a determination that there is not a preponderance of the evidence necessary to prove that a violation occurred.
- (d) The GaPSC is authorized to determine no further action is necessary pursuant to O.C.G.A. § 20-2-984.5(a) if after review of the report of the preliminary investigation, sanctions should not be imposed.
- (6) **Sanctions.**
- (a) As outlined in O.C.G.A. 20-2-984.5(c), the GaPSC has the discretion to issue a probable cause sanction against an educator. Common violations and associated sanctions can be found in the accompanying GaPSC Guidance.
1. Denial is the refusal to grant initial certification to an applicant for a certificate;
  2. Monitoring is the quarterly appraisal of the educator’s conduct by the GaPSC through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit periodic criminal background check (GCIC). The GaPSC specifies the length of the monitoring period;
  3. Reprimand admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action;
  4. Revocation is the permanent invalidation of any certificate held by the educator. A Voluntary Surrender is equivalent to and has the same effect as a revocation. A Voluntary Surrender shall be accepted and becomes effective upon receipt by the GaPSC;
  5. Suspension is the temporary invalidation of any certificate for a period of time specified by the GaPSC; and
  6. Warning informs the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.
- (7) **Application Procedures.**
- (a) “Yes” answers to Personal Affirmation Questions (PAQs) require submission of information identified in the accompanying GaPSC Guidance.
- (a) With respect to an initial applicant, an application and corresponding ethics case that is initiated pursuant to O.C.G.A. § 20-2-984.3(c) will automatically close and be placed on hold if the applicant fails to submit requested documentation to the Ethics Division within 45 days of the request to the applicant. The application will be placed on hold in anticipation of the submission of a new application and the applicant’s responding to any requests for documentation in a timely fashion.

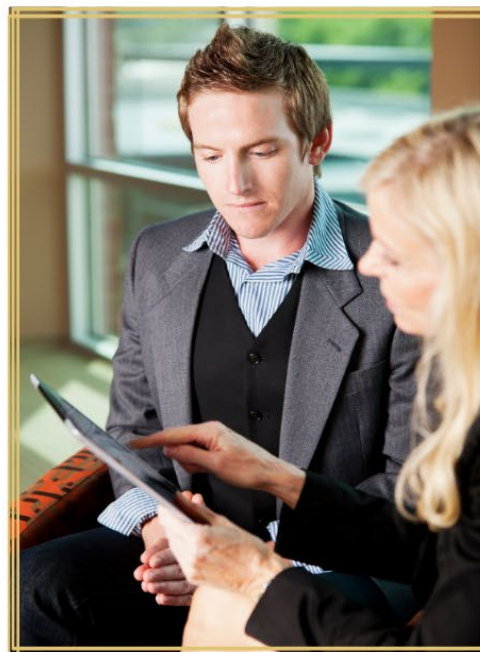
Authority O.C.G.A. § 20-2-200

# SUBSTITUTE PERFORMANCE REVIEW

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If a substitute teacher's performance goes against Houston County's standards and expectations, the administration at the school level has the right to complete a Performance Review Form to report the misconduct to HR. A substitute teacher should be notified by the principal prior to or at the time the review is completed.

At the school level, the administration could choose a "counsel only" review, in which case the substitute would not be blocked. Or, this report could also lead to a substitute being placed on that particular school's exclusion list, and they would no longer be able to work as a substitute teacher *at that campus*. If reported for exclusion by three schools, the substitute will be placed on a probationary status. The Director of Human Resources will contact the substitute directly to inform them of this action.



## *Performance concerns that could be reported on a review:*

- ☀ Punctuality
- ☀ Dependability
- ☀ Rapport with students and/or staff
- ☀ Behavior management
- ☀ Failure to maintain professionalism
- ☀ Does not follow teacher's lesson plans
- ☀ Physically/verbally aggressive to students
- ☀ Failure to perform assigned duties
- ☀ Does not follow school/county policy/rules
- ☀ Initiative/attitude
- ☀ Use of profanity with students and/or staff
- ☀ Inappropriate dress
- ☀ Inappropriate conversation/topics

Substitute teachers are expected to adhere to the Code of Ethics for Educators (see page 8). If a substitute teacher performs unprofessionally or unethically within the scope of the Code of Ethics for Educators or contrary to the Houston County School District policy for Educators (Substitute Teachers), or if a significant complaint is received in regards to substitute teacher performance or behavior, the substitute will be contacted by the Human Resources Department either by phone or by mail. If the behavior reported amounts to a serious breach of duties, the substitute will immediately have his/her Absence Management account set to inactive status and will be terminated (see next page).

# SUBSTITUTE PERFORMANCE REVIEW *(cont)*

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Any infraction of a more serious nature could result in immediate probationary status, or immediate removal. Also, if the probationary substitute teacher receives four or more exclusions, his/her substitute teacher status will be terminated. Reinstatement as an active substitute teacher will be made only upon the recommendation of the Assistant Superintendent for Human Resources or the Director of Human Resources.

## *Actions that may subject a substitute teacher to immediate removal*

- ☀ Using profanity in the presence of students
- ☀ Endangering students by leaving them unattended for inappropriate amounts of time
- ☀ Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical content, or subjecting students to racial or sexual harassment
- ☀ Using alcohol or unlawful drugs on school premises
- ☀ Insubordination
- ☀ Willful violation of school rules/regulations
- ☀ Willful refusal to follow instructions and/or lesson plans left by the classroom teacher
- ☀ Any other inappropriate behavior



## **HOUSTON COUNTY SCHOOL DISTRICT POLICIES**

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The Houston County School District is governed by policies set forth by the Georgia School Association and the Georgia State Board of Education. The Houston County School District policies contain rules and guidelines that relate to all aspects of school operations. As policies are changed or new policies are added, they are updated on our school system website at [www.hcbe.net](http://www.hcbe.net). Choose the **Community tab** drop down and click on **Simbli**. Choose the **Policies tab (upper right)** and you will see a menu of all HCSD Policies. Employees are encouraged to be familiar with the policies and be aware of all implications or changes of policy.

### **MANDATORY REPORTING**

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#### **CHILD ABUSE- EMPLOYEE OR PERSON ACTING ON BEHALF OF THE SCHOOL OR SYSTEM**

All school personnel are required to report suspected child abuse or neglect to appropriate school authorities. In addition, any employee who suspects or has knowledge of child abuse or neglect of any student by an employee or person acting on behalf of the school or school district shall report this suspected abuse to the building principal or such person's immediate supervisor at the employee's work site. Upon receipt of this information, a principal or his/her designee shall notify the school district's Assistant Superintendent for Human Resources or Director of Human Resources. The Assistant Superintendent will report such neglect to the Juvenile Division of the Houston County Sheriff's Department at the earliest possible time. This reporting shall be prior to the commencement of a formal investigation and prior to the interview of any victims or alleged perpetrators.

All system personnel who make reports of suspected child abuse or neglect in good faith are immune from any civil or criminal liability. Knowingly and willfully failing to report suspected child abuse is a misdemeanor under Georgia law. All school personnel who have contact with students shall receive training in identification and reporting of child abuse and neglect with annual updates.

#### **WHITE HOUSE EXECUTIVE ORDER 13520: FRAUD, WASTE AND ABUSE REPORTING**

Employees of the Houston County School District will report any known and/or suspected fraud, waste, and abuse of resources to Houston County officials. All personnel shall be familiar with, and faithfully observe all applicable ethics, laws, and regulations, including the following general principles and protocols. Any employee of the Houston County School District may report information, in good faith, concerning the possible existence of any activity constituting fraud, waste, and abuse in or relating to any school or department program or operation. All reports may be made anonymously to the building administrator and/or to the Director of Federal Programs. No punitive action shall be taken against an employee for making a report of fraud, waste, or abuse, unless the disclosure was made with knowledge that the disclosure was false or with reckless disregard for its truth or falsity.

## **HARASSMENT POLICY**

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It is the objective of the Houston County School District to provide its employees with a pleasant environment which encourages efficient, productive, and creative work. The district will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. While all forms of harassment are prohibited, it is the district's intent to emphasize that sexual harassment is specifically prohibited.

### **THREATS**

Any employee who is threatened with bodily harm by an individual or a group while carrying out assigned duties shall be offered the fullest possible protection by the school district. The employee shall notify the principal or supervisor immediately. The principal or supervisor shall then notify the Superintendent's office immediately of the threat and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for his or her safety. Precautionary steps including any advisable legal action shall be reported to the Superintendent's office at the earliest possible time.

### **SEXUAL HARASSMENT**

The Houston County School District will not tolerate sexual harassment in any form by any person.

It is the policy of the Houston County School District to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any person to harass a student, an employee, or any other person through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

1. Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment or an individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for promotion or academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive academic or work environment.

Any person who has knowledge of or suspects that sexual harassment is occurring within the district shall immediately report the same as provided for in the grievance policy.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be immediately reported to the Superintendent or his/her designee, be fully investigated, and immediate and appropriate corrective or disciplinary action shall be initiated by the Superintendent. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

The Superintendent has appointed, Dr. Walter Stephens, Executive Director for School Operations, as the Title IX Coordinator. He may be contacted at Post Office Box 1850, Perry, Georgia 31069, (478) 988-6200.



## **INFORMATIONAL TECHNOLOGY ACCEPTABLE USE POLICY**

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The Houston County School District recognizes the importance of making advanced technology and increased access to learning opportunities available to students and staff. The Houston County School District believes that a “technology rich” classroom significantly enhances both the teaching and learning processes. As resources permit, informational technology services shall be made available in schools.

Houston County School District personnel shall take all available precautions to restrict access to controversial materials, while recognizing that it is impossible to control all material which might inadvertently be discovered by users on a global network.

### **Purpose**

The purpose of informational technology is to facilitate communications in support of research and education by providing access to multiple resources. Use by any student or staff member must be in support of and consistent with the educational objectives of the Houston County School District. The State of Georgia has passed laws which govern the use of computers and related technology. The Georgia Computer Systems Protection Act specifically forbids computer misuse and abuse. The Children’s Internet Protection Act (CIPA) enacted by Congress in 2000 also provides guidance and regulations concerning students’ computer use and access to content over the internet.

### **Authorized User**

An authorized user for the purpose of this policy will be defined as any employee, student, or guest of the Houston County School District who has been issued and assigned a log-in account. By using the computing resources of the Houston County Public Schools, the user agrees to abide by the guidelines and rules governing this.

### **Terms and Conditions**

An individual’s use of the computing resources of the Houston County District is not an absolute personal right; rather, it is a privilege, conditional on the individual’s compliance with state and federal laws, the Houston County Schools’ policies and regulations, school regulations, and satisfactory behavior involving technology. Inappropriate use, including any violation of these conditions and policies, may result in cancellation of the privilege. The Houston County School District has the authority to determine appropriate use and may discipline, deny, revoke, or suspend any user’s access at any time based upon the determination of inappropriate use. It is the intent of Houston County School District to adhere to the provisions of copyright laws as they relate to informational technology. Transmission of any material in violation of United States Law or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by patent.

Users are not allowed to purchase, download or load software without written permission from the HCSD Technology Services Center or Director of Information Technology.

Use for commercial activities, product advertisement, or political lobbying is prohibited.

The use of all school and central office networks shall be for the exchange of information in order to promote and support educational excellence in the school district.

### **Encounter of Controversial Material**

The Houston County School District has a right and will make every effort to control the content of data accessed through the Internet by the use of firewalls and filtering software and teacher monitoring.

Users may encounter material which is controversial. It is the user’s responsibility not to initiate access to controversial material purposely. If such material is accessed accidentally, the student/teacher shall notify an adult teacher/supervisor immediately.

## **Vandalism and Harassment**

1. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of a system or another user.
2. Harassment is defined as the persistent annoyance of another user or the interference in another user's work.
3. Vandalism and harassment will result in cancellation of user privileges.

## **GUIDELINES**

### **Network Guidelines**

1. Users will not post, publish, send or intentionally receive offensive messages or pictures from any source, including but not limited to any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material. Access to materials "harmful to minors," as that term is defined in the Children's Internet Protection Act of 2000 shall be restricted.
2. Users will not transmit or download information or software in violation of copyright laws. Only resources for which the author has given expressed consent for on-line distribution can be used. All users should consider the source of any information they obtain as well as the validity of that information.
3. Posting messages and attributing them to another user is prohibited.
4. Downloading of non-instructional materials from the Internet is unacceptable.

The Houston County School District makes no warranties of any kind, whether expressed or implied, for services through the Internet. It denies responsibility for the accuracy or quality of information obtained through Internet services. The school district shall not be responsible for any damages a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruption. Use of information obtained via the Internet is at the user's own risk.

### **E-Mail Guidelines**

1. All users are expected to abide by accepted rules of e-mail user etiquette. These rules include but are not limited to the following: be polite, never send or encourage others to send abusive messages, and use appropriate language. E-mails are not guaranteed to be private.  
Mass distribution e-mails must be approved by a school administrator.
2. Opening and forwarding any e-mail attachments from unknown sources and/or that may contain viruses is prohibited.
3. No internet e-mail is allowed except for that provided by the HCSD.

### **Social Networking**

For the purpose of this policy, social networking shall be defined as any web-based program where students and faculty may engage in conversational exchange of information. These facilities shall include, but are not limited to, messaging, blogs, and wikis.

Social networking shall only be permitted to be accessed from within the Houston County Educational Network with the supervision/monitoring by a teacher or school administrator.

Authorized users may access the network via their personal user ID and not that of someone else. Users should not share their personal user IDs with any other person.

### **School Responsibilities**

Schools shall ensure that all faculty, staff and students are aware of the rights and responsibilities of acceptable informational technology use contained in HCSD policies.

## **Student Responsibilities**

1. Students will observe the standard of courtesy and behavior consistent with the practices and policies of the Houston County School District when sending or publishing messages or transmitting data or other information on the Internet.
2. Students will access the network using their personal ID and not that of someone else. Students will not share their user IDs, passwords, user log-on accounts with others and must make all efforts to safeguard any information from unauthorized users.
3. Students may not attempt to access information for which they are not authorized.
4. Students will use informational technology for instructional purposes only as it relates to classroom and co-curricular assignments and activities. Students will not use the system for any purpose if it is in violation of the law.
5. Students must receive permission from a teacher or designated personnel prior to accessing the internet or any other specific file or application.
6. Any student who identifies a security problem must notify an adult teacher, supervisor or administrator immediately.
7. Students may not have access to an employee's workstation under an employee ID and may be subject to disciplinary action if such attempt is made.
8. Students are violating network security if they enter the system under a user ID other than one that is assigned to them and may be subject to disciplinary action.
9. Students disconnecting network components are guilty of harming network integrity and/or security and will be subject to disciplinary action.
10. Students are violating network security if they alter programs or data on any network file server or any system's hard disk, and will be subject to disciplinary action.
11. Students are violating network security and software copyright laws if they knowingly use illegal copies of software on any school computer and will be subject to disciplinary action.
12. Students purposely infecting any HCSD computer with a malicious code will be subject to disciplinary action.

## **DRUG-FREE WORKPLACE – POLICY GAMA**

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The Houston County School District is concerned with the well-being of all employees of the Houston County School District. The district recognizes that a drug-free workplace encourages employee productivity and promotes the accomplishment of the system's missions and goals. In accordance with the Drug-Free Workplace Act of 1988, the Houston County School District declares that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or alcohol is prohibited in the workplace for all Houston County School District employees.

For purposes of this policy, the following definitions shall apply. A controlled substance is defined as those drugs or substances listed in schedules I through V of the federal Controlled Substance Act, including but not limited to, marijuana, cocaine, heroin, opiates and amphetamines. Not included are substances used in accordance with a valid prescription. The workplace is defined as a geographic location at which an employee performs work pursuant to his/her employment with the Houston County School District, including travel while in travel status. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by a judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes. A criminal drug statute is defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

It shall be prohibited to be under the influence of alcohol or to use alcohol in the workplace for all Houston County School District employees.

The following substance use and activity is prohibited and compliance with this policy is a condition of continued employment. The prohibitions shall include the following: unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or being under the influence of any controlled drug, narcotic substance, or any mind-altering substance or intoxicant. This includes any product with cannabidiol (CBD), whether hemp or cannabis, and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law

If anyone suspects that an employee is under the influence of alcohol, drugs or any other substance, it shall be immediately reported to the employee's supervisor who shall report it to his/her designated Assistant Superintendent and the Director of HR, who shall notify the Superintendent. Upon reasonable suspicion, the employee must immediately undergo appropriate testing. Failure or refusal of the employee to be tested shall result in a recommendation for termination of employment.

Each employee shall be given access to a copy of this policy. As a condition of employment, employees will abide by the terms of this policy and shall notify the Houston County School District of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. The Houston County School District shall notify the appropriate federal agency within 10 days after receiving notice of the conviction from the employee or otherwise after receiving the actual notice of such conviction.

Within 30 days of notification by the employee or otherwise receiving actual notice of such conviction, the District shall, with respect to any employee so convicted:

1. Take appropriate personnel action against such an employee, up to and including termination: and/or
2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

The Houston County School District provides an employee assistance program (EAP) that offers resources concerning the dangers of substance abuse as well as counseling services and rehabilitation for employees. Employees are required to review and acknowledge the Houston County School District drug-free policy annually.

Entities contracting with the Houston County School District shall, as a condition of the contract, assure a drug-free workplace. For contracts, a drug-free workplace means a geographic location at which individuals are directly engaged in the performance of the work pursuant to a contract with the Houston County School District.

## **USE OF TOBACCO PRODUCTS – HCSD POLICY GAN**

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Employees are prohibited from the use of any type or form of tobacco products on all Houston County School District property. This includes all buildings, grounds, vehicles and facilities (including stadiums and playing fields).

The use of tobacco products is also prohibited at any school system sponsored activity.



# Social Media Guidelines for Faculty & Staff

## Purpose for Social Media Guidelines

The Houston County School District (HCS D) uses social media as one of many communication tools. These guidelines provide direction for employees who use social media.

Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. Free speech protects individuals who want to participate in social media, but the laws and courts have ruled that school districts can discipline employees if their speech, including personal online postings, disrupts school operations.

It is important to create an atmosphere of trust and individual accountability. Keep in mind that information produced by HCS D employees is a reflection on the entire district and is subject to Board Policy IFBG, Internet Acceptable Use. Personal postings, even if marked private, may also be subject to relevant HCS D policies and procedures, as well as to relevant local, state and federal laws. By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before using any social media platforms.

## Social Media Tools

Social media platforms include, but are not limited to, the following:

- Social networking sites (Facebook, Twitter, Tumblr, YouTube, LinkedIn, etc.)
- Photo and video sharing sites (YouTube, Instagram, TikTok, Flickr, Shutterfly, Pinterest, etc.)
- Podcasting and vodcasting
- Blogs (Blogger, WordPress, Tumblr, etc.)
- Wikis (Wikispaces, Google Sites, etc.)

## Appropriate Response to “Friend” Requests on Your Personal Facebook Page

The lines between public and private, personal and professional are blurred in the digital world. By identifying yourself online as a HCS D employee, you are now associated and connected with colleagues, students, parents and the school community in general. Use these connections wisely and well. You should also ensure that content associated with you is consistent with your work at the HCS D and your role as a public school/state employee.

Engaging in personal social-networking friendships on Facebook or other social networking platforms is prohibited with students and strongly discouraged with their parents/guardians. The district recognizes that Houston County is a tight-knit

community and that staff members may have family members who are parents or students. However, the district cautions staff members against engaging in personal social-networking friendships with these individuals while the student is a member of the HCSD. Instead, the district recommends that you use your official school or district page instead. A suggested response for “friend” requests by parents or students follows.

**Recommendation for responses to “friend” requests on personal pages:**

*If you are a student or parent requesting to be my “friend,” please do not be surprised or offended that I ignore your request. As an employee of the Houston County School District, procedures and practices discourage me from “friending” students or parents on my personal pages. I would encourage you to follow our school’s and Houston County School District’s Facebook pages instead. Thank you for your understanding.*

## **Personal Responsibility**

- The HCSD encourages all employees with a personal online presence to be mindful of the information they post. One’s online behavior should reflect the same professional and personal standards of honesty, respect and consideration that one uses face-to-face and in work-related settings.
- Be aware that even if you delete personal information, it may still be stored on the website’s server for a longer period of time.
- There can be no realistic expectation of privacy on the World Wide Web, even if marked “private.” For example, “friends” may copy and paste your information and send it to others.
- You are responsible for learning the appropriate security settings for any social media (personal or professional) that you may use. Ensure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you’ve allowed to see your profile to copy and paste text and send it to someone else. It is also easy for others to “tag” or identify you in photos that they publish with or without your knowledge and permission. Similarly, if you enable settings such as Facebook’s ability to allow “friends of friends” to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.
- It is inappropriate to use e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student’s homework, class activity, school sport or club or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student’s grades).
- Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the

employee's position and not impair the employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

## **Professional Responsibility**

- While social media can be a powerful communication tool and an educational tool for students and parents, HCSD employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Remember that social media in the classroom is an extension of your physical classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- Teachers who use social networking to interact with students and/or parents in an educational manner or as a communication tool must find a way to interact without giving students and parents' access to their personal information and posts. Many social network sites allow you to create "groups" or "pages" where you can interact with students without giving them access to your personal account. Please see detailed Facebook guidelines for more information.
- When contributing online do not post confidential student information. Do not post pictures of any students on your personal sites.
- Use a HCSD provided e-mail as your e-mail contact for official or school-related pages.
- Do not use your HCSD provided e-mail as a username or e-mail contact for personal pages.
- Please remember that all HCSD policies and procedures, as well as relevant local, state and federal laws (copyright, fair use, Family Education Right to Privacy Act, personnel statutes, criminal statutes, etc.) apply to social media communications.

## **Overall Guidelines for Using Social Media**

The following are general guidelines for using social media whether personally or professionally.

### **Be Transparent**

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.

### **Always a School Employee**

Although the lines between public and private, personal and professional, can become blurred in the digital world, you will always be considered to be a HCSD employee. Whether it is clearly communicated or not, you will be identified as an employee of the School District in what you do and say online. If you don't want it on the 10 p.m. news or in the daily newspaper - don't share it online.

### **School Values**

Represent HCSD district values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents, or other districts. Any online contributions must be in accordance with the appropriate policies, guidelines and relevant laws. Consider carefully what you post through comments and photos. A violation of these policies, guidelines and/or relevant laws could be regarded as a form of professional misconduct and may result in disciplinary action.

### **Build Community/Positively Represent School**

Represent HCSD, the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor the District in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offence. Your posts and comments should help build and support the school community. Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you and others post, even if on a personal page, so be certain it is accurate and supports your organization. It is a good idea to monitor your profile page to ensure that all material posted by others doesn't violate these guidelines. Once posted you can't take it back.

### **Other Online Activities**

Part of the Internet's popularity is its many online diversions. Be careful of gimmicks or games that many websites use to increase web traffic. Examples can include risqué surveys or quizzes. Often comments or information thought to be shared in private are capable of being shared publically. Also, employees may be disciplined for using their online access for non-work-related purposes.

### **Share your Expertise**

Write what you know and be accurate. Add value to the discussion. Post something useful. Provide worthwhile information and perspective. A district's most valuable asset is its staff represented by its people and what you publish may reflect on the school. Speak in the first person with your own voice and perspective.

### **Respectful and Responsible**

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful for others' opinions in your posts or comments. You are responsible for the content you post. Do your tags, descriptions, and your image portray you and the District in a professional manner?



### **Own and Correct Mistakes**

If you make a mistake, admit the mistake and correct it quickly. Share your error with your principal, Human Resources, or District Relations so they can help address the issue effectively. Clearly state if you've corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

### **Confidential Information**

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about colleagues or students without their expressed permission.

### **Responding to Negative Comments and Criticism**

How you respond to negative comments or criticism will say more about you and your character than what you post. When in doubt, it is best not to give it credibility by acknowledging it with a response publicly; perhaps a private response would be more appropriate. See the response guidelines for more information on responding to these types of comments.

### **Spell Check and Abbreviations**

Any online contribution should be well written. What you post will be online for the world to read. Follow writing conventions including proper grammar, capitalization and punctuation. Be cautious about using common abbreviations. While your circle of friends may understand what you are saying, you may have readers from across the world who won't understand. When in doubt, define the abbreviation at least once in a post or include a definitions page on your site.

### **Copyright and Fair Use**

Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink, confirm that link goes where it should and that the content is appropriate. Keep in mind that copyright and fair use also applies to music. Do not post presentations or videos using popular music, or any music or art that you have not obtained the appropriate permissions for use. For example, just because you've purchased something for personal use doesn't mean you've purchased the right to broadcast it to others online.

### **Personal Information**

Be careful about sharing too much personal information. People often share personal information such as their pet names, their parents and children's names, where they grew up, and more. This information may help a hacker guess your passwords. If you share that you will be out of town, a criminal may use this to target your home for a burglary. Do not share with a student your personal problems that would normally be discussed with adults. Be smart and don't share too much information.

## **Video**

The Internet is a popular and easy way to share personally created movies. You are responsible for all you do, say, and post online, to include videos. Anything you post online should represent you in a professional manner as others will see you as connected to the school district. Anything you show in your classroom should be previewed by you in its entirety, prior to any student seeing it. Consult a supervisor if you feel the content may be questionable.

## **Staff-Student Relations**

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: fraternizing or communicating with students as if employees and students were peers, such as writing personal letters or e-mails; personally texting or calling students, or allowing students to make personal calls to them, unrelated to homework, class work, or other school-related business; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet or in writing. Employees who are discovered to have posted inappropriate personal information will be investigated by school and district officials. This includes, but is not limited to: provocative photographs, sexually explicit messages, and abuse of alcohol, drugs or anything students are prohibited from doing.

*For clarification or more information, please contact Community Relations.*

# GENERAL RULES & REGULATIONS

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*Substitute teachers are expected to be at work at the time assigned by the school or as indicated in Absence Management.*

School Level	Substitute Report Times	School Times
Elementary	8:00 am - 4:00 pm	8:30 am - 3:30 pm
Middle	7:00 am - 3:00 pm	7:30 am - 2:30 pm
High	7:15 am - 3:15 pm	8:00 am - 3:00 pm



## 01

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### ARRIVAL

As a substitute teacher, you should arrive early in order to give yourself enough time for signing in at the front office, and receiving any last-minute instructions from the office staff. Please strive to be in your assigned homeroom or designated area 30 minutes before the start of class or duty (all report times are 30 minutes before the students' start-of-day times).

## 02

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### DEPARTURE

You are required to sign out of the office each afternoon after all duties or assignments are complete. Substitute teachers shall not leave the campus at any time during school hours without permission. Before leaving, ensure windows are secure and blinds are in the proper position. Inquire as to whether you are allowed to leave after your students have been dismissed or whether you must stay the full eight-hour day.

## 03

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### ACCOUNTABILITY

Substitute teachers have full responsibility for ALL students at ALL times; students are never to be left without supervision.

## 04

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### CONSISTENCY

Substitute teachers will not deviate from an approved schedule without permission.

# GENERAL RULES & REGULATIONS *(cont)*

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05

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## DRESS

Flip-flops, shorts, sweat suits, sweat shirts, midriff tops, tee-shirts, body piercings, or un-natural hair coloring are not appropriate wear for substitute teachers. Substitute teachers who are assigned to a physical education class or who work with special needs children may dress appropriately for such a classroom.

07

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## RESTRICTIVE COMMERCE

Articles of any type may not be sold on school property without prior approval of the Houston County School District.

06

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## SCHOOL FUNDS

All school funds are processed through the office of the principal. All funds collected from students for any purpose must go through the office. Never leave money in the classroom.

08

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## INAPPROPRIATE LANGUAGE

The use of profanity will not be tolerated and substitute teachers should refrain from using slang and/or sarcasm.





# CLASSROOM MANAGEMENT

## TIPS

### BE PREPARED

Preparation is key to a successful substitute assignment. In addition to the tips listed below, there are many helpful resources available on the internet. A quick YouTube search of "substitute tips" or "classroom management" will provide a multitude of ideas.



Arrive early to allow time to familiarize yourself with the physical arrangement of the classroom.



Obtain necessary administrative information from the front office staff.



Scout the classroom to learn the location of all materials.



Review the lesson plans to determine:

- ▶ Are the plans clear?
- ▶ Are there any special assignments?
- ▶ What materials are necessary for class assignments?
- ▶ What audiovisual equipment is needed?



Locate needed teaching resources such as books, materials, or equipment necessary to implement plans.



Ask administrators whether you have other duties such as cafeteria or bus supervision.



# CLASSROOM MANAGEMENT TIPS

## BE DECISIVE

Start the class decisively. Establish your authority as the classroom's teacher for the day. A positive, but firm attitude will help to make your day successful.



Introduce yourself to the class. Remember to smile and address each student by name.



Give directions concisely.



Supervise students at all times. Circulate the classroom and offer assistance.



Treat students with respect. This includes listening carefully and allowing everyone to participate without criticism or sarcasm. Never put your hands on a student.



# CLASSROOM MANAGEMENT

## TIPS

### COMMUNICATE

Clarify expectations regarding student conduct, using the classroom discipline plan as your guideline. Also, it is important to communicate the significance of learning.



Give specific directions about desired behavior.



Give specific feedback about actual behavior.



Protect instructional time and minimize time spent on procedural matters.



Require students' attention and participation.



Provide feedback to students about their work.



Provide closure at the end of class.



**WE WANT  
YOUR  
FEEDBACK**

# CLASSROOM MANAGEMENT

## TIPS

### PROVIDE FEEDBACK

When you are filling in as a substitute teacher, you are the "eyes and ears" for the absent classroom teacher. It is extremely helpful, and much appreciated, to take notes and leave feedback for the teacher.



Take attendance noting any absences or tardiness. Report lunch count if necessary.



Make note of homework received.



Collect and label work accomplished in each class.



Leave specific feedback for the teacher. Be sure to note about the completion of assignments and overall behavior of the students.





# PAYDAYS AND DEDUCTIONS

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Hourly employees are paid on a semi-monthly basis (twice a month), with checks being distributed on the 15th and last work day of each calendar month, funds being available.

All pay will be dispersed through direct deposit into each employee's designated bank account. Automatic payroll deductions will be made for all state and federal mandated taxes, retirement contributions, garnishments, tax levies, bankruptcies and child support payments.

# PAYROLL SCHEDULE

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The payroll schedule determines when you will be paid for the days you have worked. The receipt of the pay deposit will lag 3-4 weeks after the substitute assignment is complete. Please review this schedule (next page) to understand the difference between pay periods (the range in which the work was performed) and pay dates (receipt of the deposit).

This document can also be viewed and downloaded from the Active Substitute page of our website: [www.hcbe.net/activesubstitutes](http://www.hcbe.net/activesubstitutes)



# Pay Schedule

## 2024-25



Pay Date	Pay Period
August 15	Jul 08 – Jul 21
August 30	Jul 22 – Aug 04
September 13	Aug 05 – Aug 25
September 30	Aug 26 – Sep 08
October 15	Sep 09 – Sep 22
October 31	Sep 23 – Oct 06
November 15	Oct 07 – Oct 20
November 29	Oct 21 – Nov 03
December 13	Nov 04 – Nov 17
December 31	Nov 18 – Dec 01
January 15	Dec 02 – Dec 29
January 31	Dec 30 – Jan 12
February 14	Jan 13 – Jan 26
February 28	Jan 27 – Feb 09
March 14	Feb 10 – Feb 23
March 31	Feb 24 – Mar 09
April 15	Mar 10 – Mar 23
April 30	Mar 24 – Apr 06
May 15	Apr 07 – Apr 20
May 30	Apr 21 – May 04
June 13	May 05 – May 18
June 30	May 19 – Jun 01



# PAYSTUBS AND W-2'S

To access your paystubs and W-2's, you must log into the Employee Self Service (ESS) system. This system has a *completely different* login procedure than your substitute account login through Absence Management.

Visit the Active Substitutes page of the HCBE website: [www.hcbe.net/activesubstitutes](http://www.hcbe.net/activesubstitutes).

Active Substitutes

These resources are for our current substitutes. If you have a suggestion for more helpful content, please email [lisa.huntt@hcbe.net](mailto:lisa.huntt@hcbe.net).

For potential substitutes, please refer to the [substitute applicant page](#) for information regarding the application process and our requirements for substitute teachers.

Getting Started

You have attended our orientation session, and completed the training. Now what?

Check your email for two imperative notifications:

- The main "welcome" email from Lisa Hunt, providing your employee ID number, pay rate, and other pertinent information.
- An email directly from Frontline/Absence Management, containing a link to create your username and password for access to the

Substitute Online Systems

- Absence Management
- Employee Self Service**

**NOTE: ESS login credentials are different from your Absence Management sign in!**

Access your paystubs, tax withholding and W2 information through **Employee Self Service**. **Substitutes will follow the 2nd set of instructions** ("For all other employees") on the initial login screen.

If you need documents prior to October, 2016, visit [eforms](#).

Please note that after your first time logging in, you will be prompted to reset your password. Please document your new password for future reference. If your ESS login information needs to be reset, please contact the HR department at (478) 988-6138 or (478) 988-6244 for assistance.

To update personal information, such as your address and telephone number, sign on to ESS. However, this will NOT update your contact information for Absence Management, so you should follow the instructions for that system.

Be sure to add your emergency contact information to ESS as soon as possible.

FOR NEW SUBSTITUTES: The ESS account does not "populate" until you actually receive a paycheck. That system is directly tied to our payroll system, so until your first paycheck is generated, your ESS account essentially does not exist.

Related Documents

- 2021-22 Sub Handbook.pdf
- Payroll Calendar 2021-22.pdf
- ESS and W-2 Stubs.pdf
- HCBE School 2022

Scroll down to the "Substitute Online Systems" section, and select the '+' beside Employee Self Service. A direct link to the ESS system is contained in that section.

Also, there is an instruction sheet in the Related Documents box over on the right side of the page.

Munis Self Service

Log In

**HCBOE Employee Self Service**

Welcome to Employee Self Service, Version 11.3

Initial login:

For current employees with an email account:  
Username: FirstName.LastName (do not include the @hcbe.net part)  
Password: Always use your current email password.

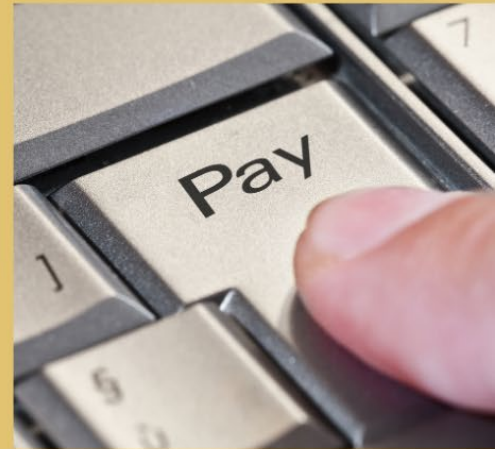
**For all other employees:**  
Username: Employee ID#  
Password: Last 4-digits of your SSN (only for first-time use)  
After initial login, you'll be prompted to change your password.  
You must choose another password that is at least 6-digits.  
Please remember what you change the password to for future logins.

Substitutes will follow the instructions: "For part-time/rated employees"

# PAY RATES

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Educational Credentials	Pay Rate (Hourly)	Pay Rate (Daily)
Associate degree/High School Diploma	\$12.00	\$90.00
Bachelor's degree or higher	\$14.00	\$105.00
Certified teacher/retired teacher	\$20.00	\$150.00



The substitute teacher pay rate is strictly based on the educational background of the substitute, not on the position for which they are subbing.

# WORK SCHEDULE

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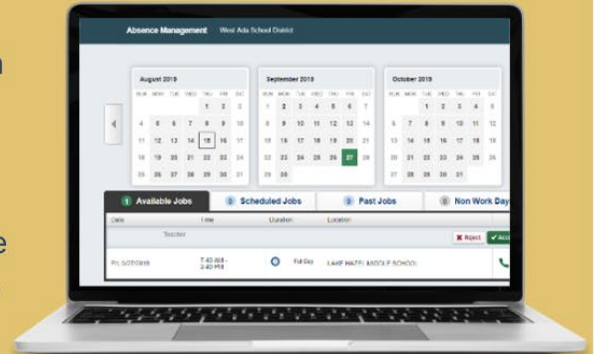


## Hours Per Day

Substitute teachers are required to work according to the start and end times listed in Absence Management. A full day assignment is based on the employee's 8-hour work day and our payroll department adjusts the substitute's work hours to 7.5 hours when processing for each pay period. For an 8-hour work day, the substitute is provided a thirty-minute unpaid break. If the class goes on a field trip or has an all-day event, you will not be compensated if you do not take/receive the 30-minute break. It is your responsibility to initiate your break with respect to that day's schedule. Please address any issues you may encounter regarding this with school administration.

# VERIFICATION OF HOURS

Your work history for each pay period is provided to our payroll department, based on the information entered into Absence Management. However, prior to the end of each pay period, it is your responsibility to verify the accuracy of each assignment in the system. You should notate any discrepancies and notify the school at which you worked.



Notate the following:

- Job assignment details/location and the name of teacher for which you subbed
- Confirmation number of each of your assignments
- Hours worked (maximum of 7.5 hours per day)
- Any special notes that may be used by the employee about a student or incident

# NOTIFICATIONS

## Important Notifications/Urgent Messages

For updates or messages about changes to paycheck distribution dates, days off due to hurricane or natural disasters, or any other necessary information regarding Houston County School employees and substitute teachers visit [www.hcbe.net](http://www.hcbe.net). Notices are also posted in the notification section of Absence Management, as well as our social media pages.



# INACTIVITY - TERMINATION

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Inactivity for a period of one **semester**, as well as excessive cancellations and/or refusal of assignments will result in the substitute teacher's removal as an eligible/active substitute teacher. A semester is defined as a 5-month period, and there will be two semesters for this purpose (Aug-Dec and Jan-May). Therefore, you will be required to be active in each semester, by scheduling yourself for 5 jobs in each semester.

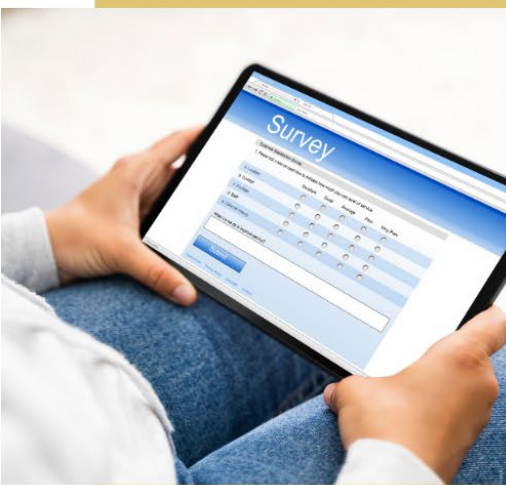


If you are unable to substitute for a limited time due to such circumstances as personal or family illness, please contact the Absence Management secretary so your situation can be noted in the system. Communication plays a major part in remaining active in our system.

## INTENT TO RETURN

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During the summer months, the Human Resources Department will send an email regarding a substitute teachers' intent to return. This email will contain a link to a quick questionnaire/survey, allowing the substitute to indicate their plans for the upcoming year. The activity requirements (see previous section) are still upheld throughout the year. If a substitute fails to respond to this survey, and had no activity the previous semester, this would be considered a declaration of resignation and would result in termination from the system as a substitute teacher. Re-application would be required to return as a substitute teacher once you are terminated.



# AGE REQUIREMENTS

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Eligibility to substitute in the Houston County School District requires you to be at least 18 years of age. Beyond that, there are specific age requirements regarding substitute teaching in certain settings. The district requires that substitutes be at least 21 years of age in order to sub at the high school level. There is a setting in Absence Management that will prevent ineligible substitutes from viewing or assigning jobs for high schools.



# CONTACT INFORMATION

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Personal contact information changes could affect your rate of pay, receiving pay and/or tax documents, and the ability to access Absence Management. Please notify the Human Resources Department immediately if you have any of the following personal changes:

- Address change
- Name change (must provide supporting documents of name change) – contact HR for a name change packet
- Telephone number changes (temporary or permanent)
- Any educational degree(s) you have received after becoming employed as a substitute teacher



# EMPLOYEE BENEFITS

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Substitute teachers are eligible for supplemental retirement plans; those working 1000 hours or more per year can contribute to a 403(b) plan through a system approved provider.

However, due to lack of full-time status, substitutes are not eligible to receive employee benefits through the Houston County School District.



# UNEMPLOYMENT

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As an on-call or as needed (“at will”) employee, a substitute teacher receives no employee benefits through the Houston County School District. For this reason, unemployment benefit payments are not made on the behalf of substitute teachers.

Georgia Law is very specific as to eligibility of substitutes receiving unemployment benefits and states that benefits shall not be paid during periods of unemployment if services were performed in the prior year, term, or vacation period; and where there is a contract or reasonable assurance of returning to work for an educational institution immediately following the period of unemployment. Such periods of unemployment include those occurring: a) between two successive academic terms or years; b) during an established and customary vacation period or holiday recess.





# LIMITED WORK HOURS

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In cooperation with the Affordable Care Act (ACA), all Houston County School District substitute teachers will have monthly limited work hours. Every substitute will be eligible to accept work assignments that equal up to a maximum of 128 hours (17 days) per calendar month (not to be confused with the HCSD payroll calendar). If you are involved in a Human Resources pre-approved, long-term substitute position, the Human Resources department may waive the limit on hours.



# SUMMER MONTHS

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There are NO substitute teacher assignments available during the summer months.



# LONG TERM SUBSTITUTE

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A long-term substitute is often required to cover when a teacher is absent for an extended period, or when a teacher has vacated his/her position. In a teacher's **absence**, the school should make every effort to secure a certified teacher as HCSD guidelines stipulate, although it is not required. With respect to a teacher **vacancy** lasting more than 19 consecutive days, a long-term substitute must hold a current Georgia teaching certificate in the subject area in which s/he will be subbing or be closely qualified according to degree and experience.

The school's administration or representative will contact the substitute teacher directly to discuss a long-term assignment. Prior to the assignment start date, the principal is required to submit a "Long-Term Substitute Teacher Request for Approval" form to the Human Resources Department. This form indicates that the school's representative has communicated the details of the assignment with the substitute. The duration of the long-term assignment must be a minimum of 20 consecutive days. A break in consecutive work days can jeopardize the long-term sub pay. The long term substitute pay rate will take effect on the start date of the long term assignment.

Paraprofessionals or other support staff positions are not approved by HR to allow for long-term substitutes.

Credentials for Long-Term Pay	Pay Rate (Hourly)	Pay Rate (Daily)
Non-certified, associate degree	\$13.00	\$97.50
Non-certified, bachelor's degree	\$15.00	\$112.50
Certified teacher/retired teacher	\$22.00	\$165.00

# DUAL POSITIONS

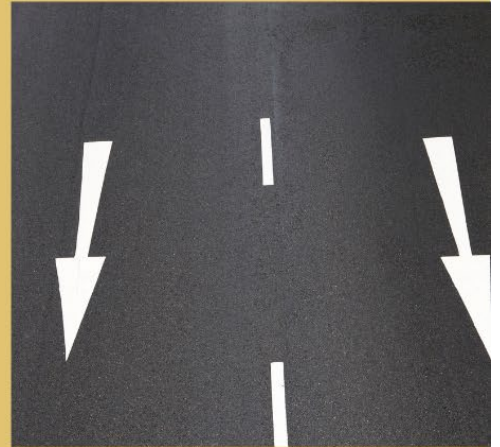
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As a general rule, substitute teachers are not allowed to work in dual positions, although there are a couple of caveats. The dual positions not allowed would include, but are not limited to, working simultaneously as a substitute and one of the following:

- After School Program(ASP) worker (including ASP Coordinator)
- School Food Service employee (e.g., lunchroom monitor or cafeteria worker)
- Transportation employee (e.g., bus driver or monitor)
- Paraprofessional

However, there are some specific situations/positions that may allow for dual roles, but each require special approval first.

- Part-time Office Clerk - reduced subbing hours; must request through HR
- Community Coach - if the coaching position is within one semester, a substitute will be allowed to sub in the other semester. For example, a community coach working in the Fall semester would be able to sub in the Winter/Spring semester.



# OTHER SYSTEMS

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It is your choice to substitute teach with another Georgia county school district provided that you properly manage your time and availability between your HCSD job assignments and those job assignments completed within another district. If you substitute in another Georgia district that also uses Absence Management, you can link your Absence Management accounts.



**Q . Will my pay rate change if I substitute for a paraprofessional versus a teacher?**

**A .** *The pay rate is based upon **your** educational or certification level and will not change, regardless of the role in which you are subbing.*

**Q . How does the district communicate with active substitute teachers in the system?**

**A .** *HCSD provides three effective ways of communication to keep our substitutes informed:*

- *Email notifications via AM*
- *AM notifications (see details below)*
- *The HCSD substitute teacher webpage ([www.hcbe.net/activesubstitutes](http://www.hcbe.net/activesubstitutes))*

*Absence Management Notifications*

*Our district posts notifications viewable by all active substitutes when they sign into their AM account. The notifications can always be accessed via the "notifications" option located next to your name in the upper right corner on the AM home page. (In the mobile app, you should select "Inbox" at the bottom.) You are encouraged to sign in often to AM in order to stay informed.*

**Q . How do I cancel a job?**


**A .** *We understand that events may arise that will cause the need for cancellation. First and foremost, please notify the school immediately when you need to cancel a job. You should also remove yourself from the assignment through the Absence Management system, so that the job will be open for other substitutes. While previously unavailable, the cancel option is now available on the Frontline mobile app. You can also log into the system through a web browser, and cancel it that way. If you have any issues with the cancellation of an assignment, please let the school know, and the office staff can also remove you from the job.*

**Q . Can a substitute be considered for long-term positions when subbing for a paraprofessional position?**

**A .** *No, the long-term substitute requests are for teachers or teacher vacancies only.*

**Q . I worked for several days, but I don't see my hours reflected in my paycheck.**

**A .** *First, refer to the Pay Schedule to ensure that the days in question are to be paid in the current paycheck. (For example, you worked many days in mid-Sep but will not be paid until the Oct 16 paycheck.) However, if you notice an error in your assignments, please contact the school for clarification. If they cannot help in a timely manner, contact Lisa Hunt in HR for assistance.*



**Q • Can the administration of a school move a substitute from one classroom to another?**

**A.** *Yes, the principal or his/her designee may use his/her discretion to move a substitute to best suit the needs of the classroom and/or the school as a whole. This is why it is key for you to be flexible in your assignments and be willing to accommodate the needs of the school in your substitute teacher role.*  
*If you are instructed to take another assignment during the day, the school secretary or an administrator will make the necessary updates in AM. However, it is the substitute's responsibility to verify the change was made.*

**Q • If a school is not on a substitute's preferred list, can the substitute still be assigned?**

**A.** *All substitutes initially are preset to work at every school in the system (unless you are restricted due to age limitations). However, each substitute can then update his/her school preferences. If a substitute selects not to work at a particular school or schools, then the substitute will not be visible to that/those school/s and are not eligible to be assigned to work. Please keep in mind a substitute can edit his/her preference list as often as needed.*

**Q • Can the teacher/paraprofessional communicate specific instructions to a substitute?**

**A.** *Yes, the employee can utilize the "Notes to Substitute" feature in AM to provide the substitute with details regarding any pertinent information. The employee may also upload documents within AM. If the paperclip icon is visible within the assignment details this will signify uploaded documents are available. So, it is important to login to AM checking for any additional communication or information provided by the teacher.*

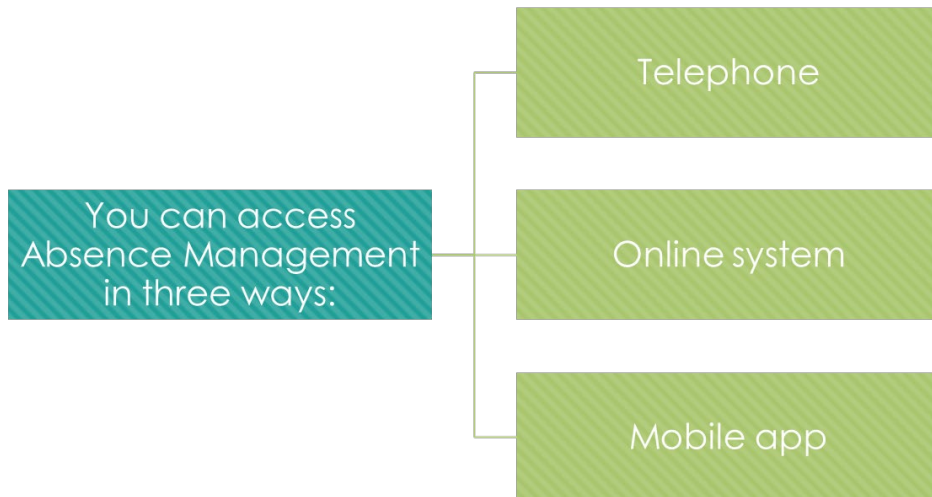
**Q • What should I do if I cannot log into Absence Management?**

**A.** *There are various reasons for this, and you can first check these common solutions before contacting our office:*

- *Verify that you are using the correct login information.*
- *Clear your web browser's cache and cookies.*
- *Avoid using a bookmark or a saved link.*
  - *Open your web browser and manually type **signin.frontlineeducation.com***
- *Ensure that you are using an up-to-date web browser.*
  - *Google Chrome is the preferred browser, but Firefox may also work.*
  - *If you are using your phone, please download the free mobile app (Frontline Education) rather than use the browser on your phone.*

# ABSENCE MANAGEMENT

Absence Management is the system that manages employee absences and substitute teacher assignments. Once you have completed all requirements, you will receive information regarding creating your personal Frontline/Absence Management account.




## TELEPHONE INSTRUCTIONS/INFORMATION

### Outbound Calling


Absence Management will automatically start calling substitutes if an available job has not been filled two days before the absence is scheduled to start. Please be aware that the phone system is the least efficient method of finding assignments.


*Absence Management calls substitutes during these times:*


Call Days	Morning Call Times	Afternoon Call Times
Weekdays(M-Th;Fri am/not pm)/Sunday evenings	5:30 a.m. - 1:00 p.m.	4:00 p.m. – 10:00 p.m.



### System Callouts (Absence Management calling you)

- 

When the system calls out to substitutes for available assignments, 1.800.942.3767 is the number that will appear on your caller id.
- 

The system will only call about one job at a time, even if you are eligible for other jobs. (You can always call into AM to hear a list of all available jobs.)
- 

Only 10% of the assignments are filled via the phone due to the system calling out only two days prior and up to the day of the actual date of the assignment.

When you receive a call from Absence Management, be sure to say a loud and clear "Hello" after you answer. This response confirms to the system that you picked up the call and prompts it to list the options.

There will be a few options from which to choose. You will need your 4 or 5 digit PIN for some options.

Listen to available jobs		Press 1
Enter your PIN number followed by the # sign		-
If you opt to listen to jobs, the system will list the job details, and you will have the opportunity to accept or reject a job.		
Additional Call Options		Press Options
Prevent Absence Management from calling again today		Press 2
Tell Absence Management the Sub it is trying to reach is not available		Press 3
Prevent Absence Management from ever calling again		Press 9

### Inbound Calling

You can also access the system by calling into Absence Management, using the same phone number that is used for system callouts. You can find and accept available jobs, or even manage your personal information.



**Access via Phone**  
(YOU calling into Absence Management)



To access Absence Management via phone dial 1.800.942.3767. (The same number used for system callouts.)



There is an added step when you CALL INTO the system. You will FIRST be prompted to enter your ID number (your personal 10-digit phone number), and THEN it will ask for your PIN.



Please be aware that the phone system will only list assignments within the next 1-2 days, and therefore is not the most efficient method. (The mobile app and online version show available jobs over the span of several months.)

Find available jobs		Press 1
To accept a job		Press 1
To hear the information again		Press 2
To reject a job		Press 3
To listen to the next job		Press 4
To replay the skipped job		Press 5
To return to the main menu		Press 6

Review or cancel upcoming jobs		Press 2
To hear the information again		Press 2
To review an assignment in the next 7 days		Press 3
To listen to the next job		Press 4
To return to the main menu		Press 6

Review or cancel a specific job		Press 3
Enter the confirmation number followed by the # sign		-
To cancel a job		Press 3
To listen to the next job		Press 4

When you call into Absence Management, you will FIRST be prompted to enter your ID number (your personal 10-digit phone number) followed by the # sign. And THEN you will be asked to enter your PIN, followed by the # sign.

When accepting an assignment, **ALWAYS** wait for the **CONFIRMATION NUMBER** before disconnecting, or your assignment acceptance may not be confirmed and saved in Absence Management.

Although these changes would be easier using your online account, the phone system does have a few options if you need to change your personal information.

Review or change your personal information		Press 4
To change the name recording		Press 1
To change the PIN number		Press 2
To change the phone number		Press 3
To return to the main menu		Press *



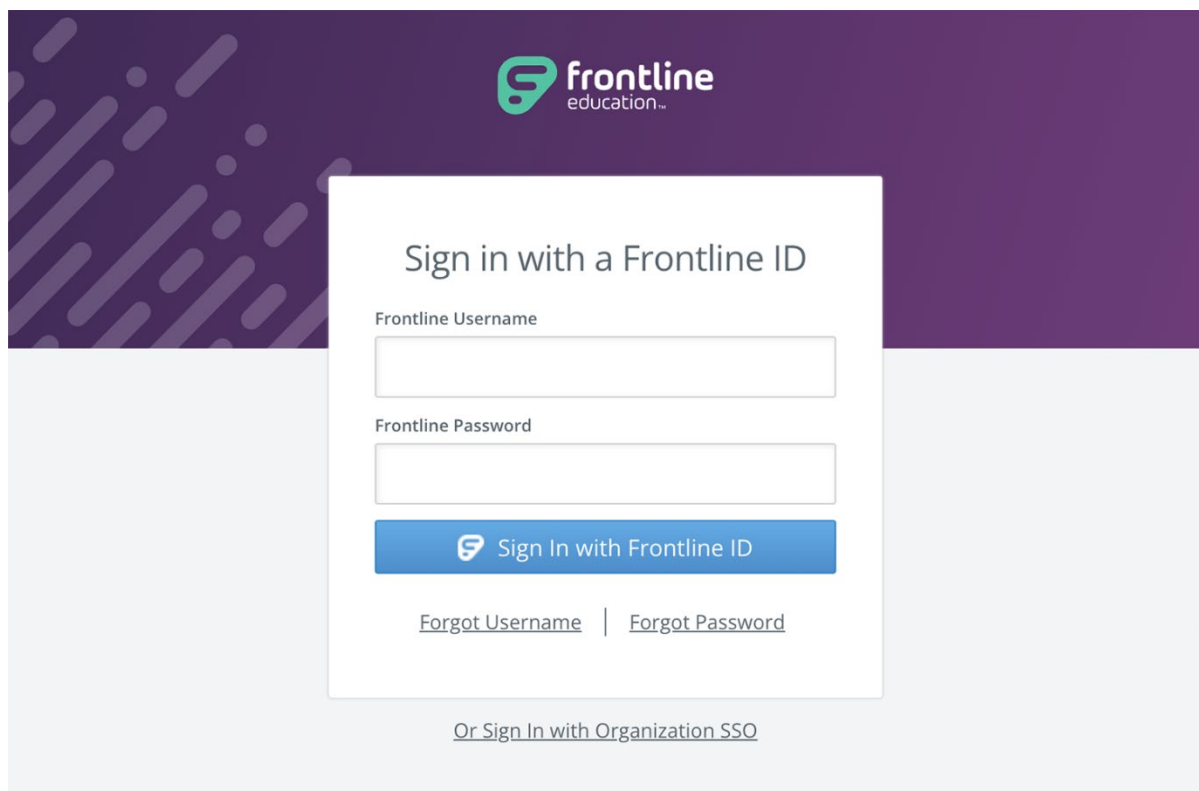
## ABSENCE MANAGEMENT ONLINE

Using Absence Management online, substitutes can quickly accomplish routine tasks such as checking available jobs, reviewing current jobs, and adding “non-work days” to your schedule.

*Before you can log into the online system, you must first create your username and password. Once you have completed the onboarding process through HR, you will receive an email from Lisa Hunt and a direct email from Frontline. This Frontline email contains the link with which to set up your account for the first time.*

There are two ways to log into Absence Management (online):

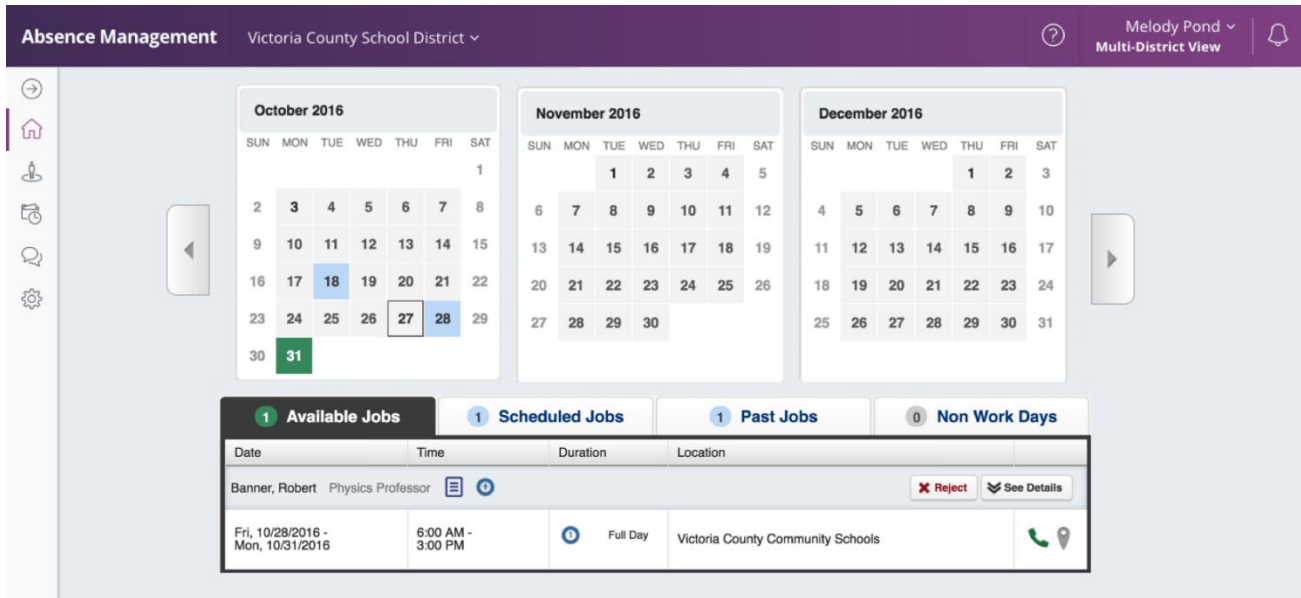
- ❖ Type [app.frontlineeducation.com](http://app.frontlineeducation.com) in your web browser's address bar. Select **Sign In** for the “Absence Management” feature located at the bottom of the screen.
- ❖ Locate the shortcut link to Absence Management “Frontline Sign-in for Substitutes” on the Employees' page of the HCSD website.

The image shows a screenshot of the Frontline ID sign-in page. At the top, there is a purple header with the Frontline Education logo. Below the header, the main content area is white. The title "Sign in with a Frontline ID" is centered. Underneath, there are two input fields: "Frontline Username" and "Frontline Password". Below these fields is a blue button with the text "Sign In with Frontline ID" and a small icon. At the bottom of the form, there are two links: "Forgot Username" and "Forgot Password". Below the form, there is a link that says "Or Sign In with Organization SSO".

On the login page you will enter the Username you created upon setup, and then the alpha-numeric password you created, before choosing “Sign In” underneath. **You do not login online with your telephone number and PIN.**

If you cannot recall your credentials, use the recovery options (“forgot username/forgot password”) for more details.

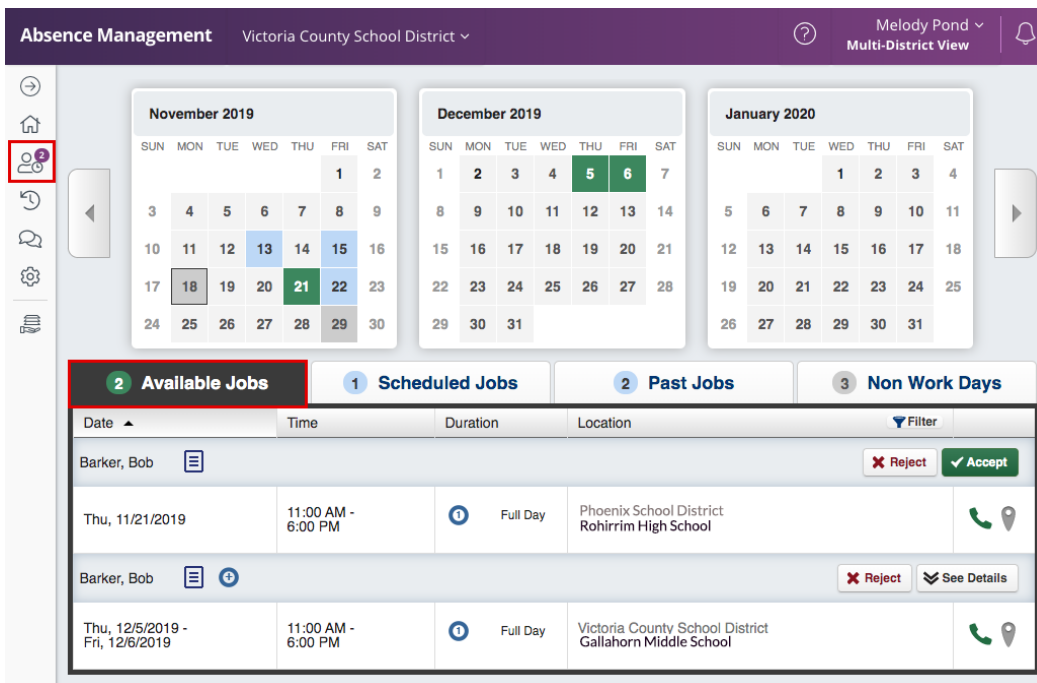
After signing into Absence Management, your home screen ("dashboard") will usually be the landing page. There may also be an initial "Important Notifications" screen.



The calendar on your home screen is an easy way to view your work schedule. The blue squares indicate days for which you have confirmed jobs. The gray squares represent those days you have set as unavailable to work. The dark green squares indicate potential jobs and are available for you to accept.

### Available Jobs

The available jobs that require a substitute teacher will appear at the bottom of the home page directly beneath the monthly calendars under the *Available Jobs* tab. The number in the circle directly on the tab next to *Available Jobs* indicates the number of jobs that are currently available. You can also locate available jobs by clicking on the *Available Jobs* icon in the side navigation bar.



## Scheduled Jobs

The jobs that you have already scheduled to work will appear at the bottom of the home page beneath the monthly calendars by clicking on the *Scheduled Jobs* tab. The number in the circle directly on the tab next to “Scheduled Jobs” indicates the number of jobs you have confirmed to work.

Date	Time	Duration	Location	Confirmation Number
Braveheart, Barbara 1st Grade Report to: Main Office CONFIRMATION #389726270				
Fri, 11/22/2019	8:00 AM - 3:30 PM	Full Day	Phoenix School District Rohirrim High School	
Banner, Robert Report to: Main Office CONFIRMATION #390777835 <span>Cancel</span>				
Mon, 11/25/2019	6:00 AM - 3:00 PM	Full Day	Victoria County School District Gallahorn Middle School	

By clicking on the *Scheduled Jobs* tab, you can review a variety of important absence details. These include the employee's name and title, the time of the absence, the duration, and the location of each job. You can also reference the job's confirmation number and select the phone and map icons for contact and navigation details.

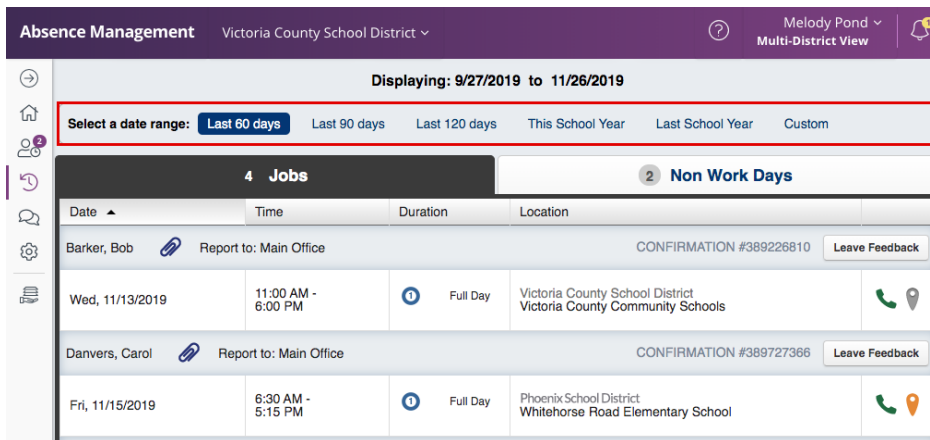
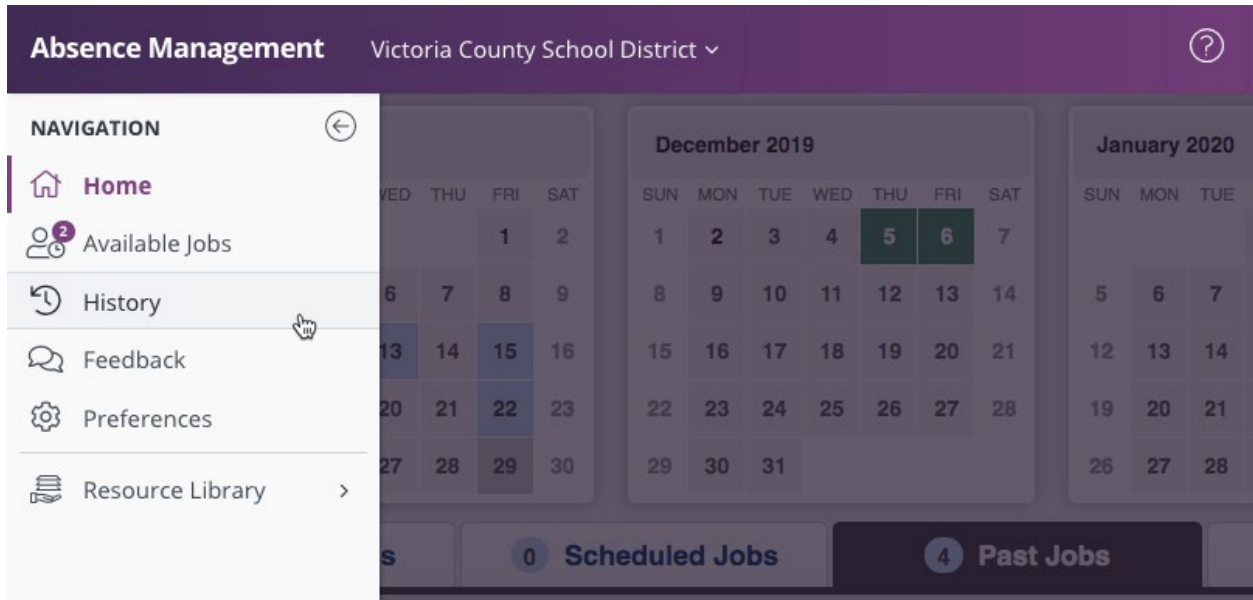
**Should you need to cancel an assignment that you had already scheduled, you can do so on this screen by clicking on the red cancel button to the far right of the job description. We ask that you ALSO contact the school or teacher as soon as possible. If the “cancel” option is not available, you must contact the school at which you were to report.**

Date	Time	Duration	Location	Confirmation Number
Barker, Bob Report to: Main Office CONFIRMATION #389226810 <span>Leave Feedback</span>				
Wed, 11/13/2019	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools	
Danvers, Carol Report to: Main Office CONFIRMATION #389727366 <span>Leave Feedback</span>				
Fri, 11/15/2019	6:30 AM - 5:15 PM	Full Day	Phoenix School District Whitehorse Road Elementary School	

## Past Jobs

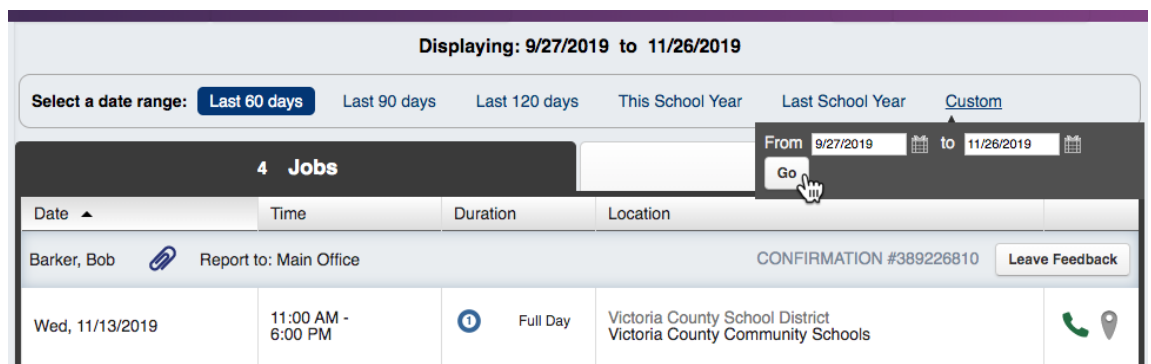
The history of the jobs that you have already worked will appear at the bottom of the home page beneath the monthly calendars by clicking on the *Past Jobs* tab next to the *Scheduled Jobs* tab. The number in the circle directly on the tab next to “Past Jobs” indicates the number of jobs you have already fulfilled.

The Past Jobs tab gives a quick view of those jobs worked in the past 30 days. If you need to go further than 30 days into your job history, you can click the **History** option in the sidebar navigation panel on the left.



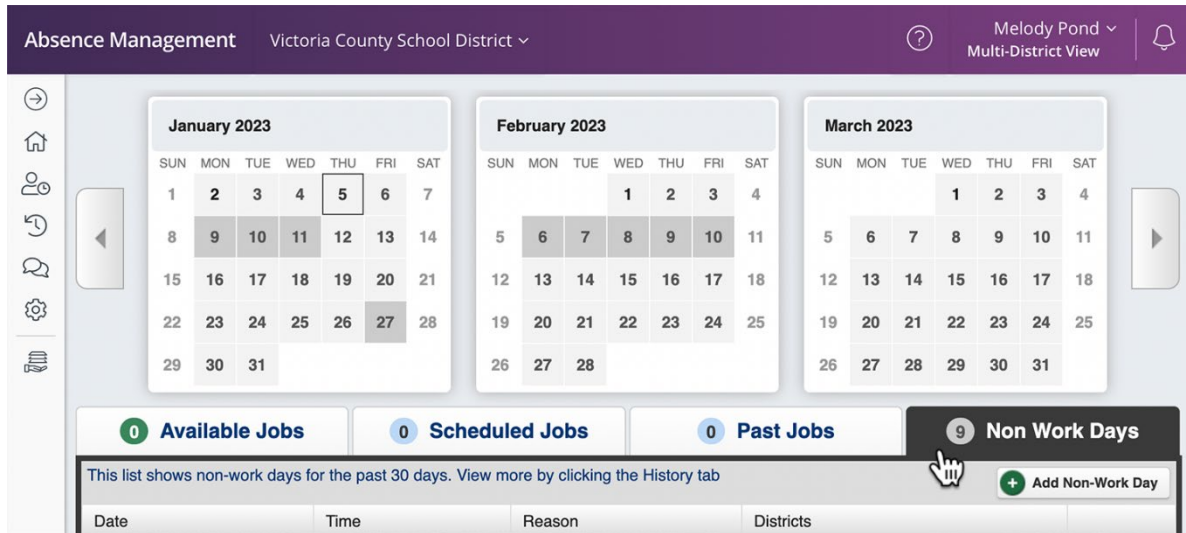
This selection displays any jobs worked during the previous 60 days, by default. You can also search ranges that include the last 90 days, the last 120 days, this school year, etc.

Select the **Custom** link to create a custom date range. A date selector will pop up, and you can enter your custom date range.

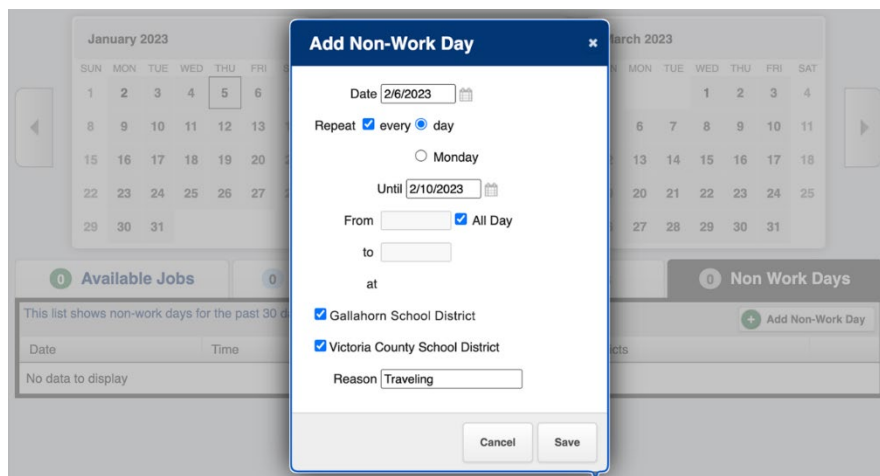
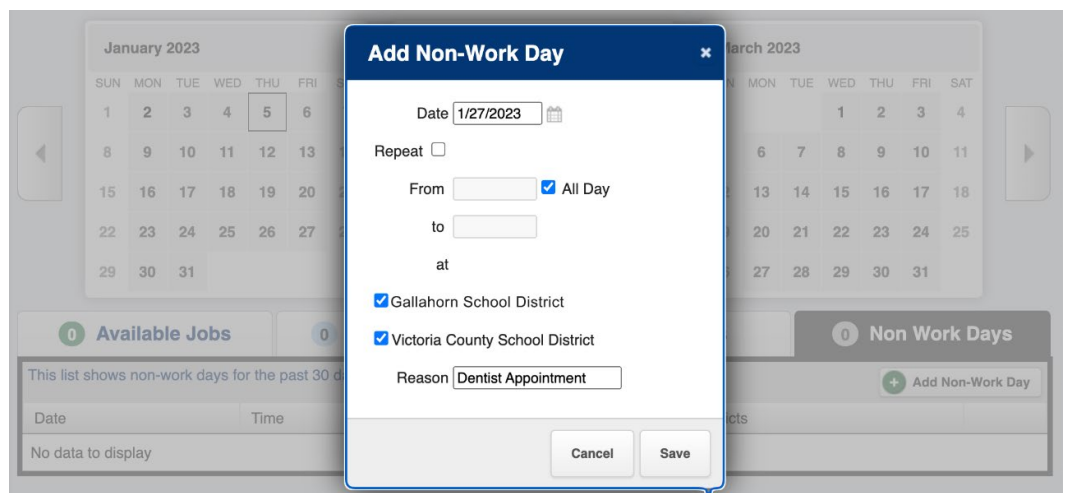


## Non-Work Days

This option is used when you are not available to work as a substitute, and the non-work days inform the system to NOT offer you jobs on those days. You can view your current non-work days or make a new entry via the Non-Work Days tab on the homepage.



To create a new (single) non-work day, click the **Add Non-Work Day** button. This selection opens a window in order to enter your details.

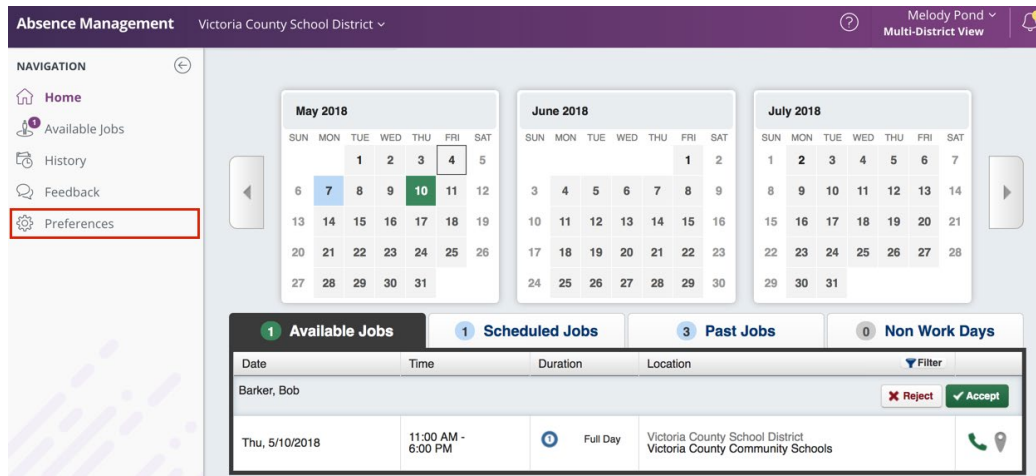


Non-work days can also be scheduled to repeat. For example, you may wish to remove your availability for a specific weekday, or remove your availability for an extended time period.

You will choose the initial calendar start date and click the checkbox for "Repeat."

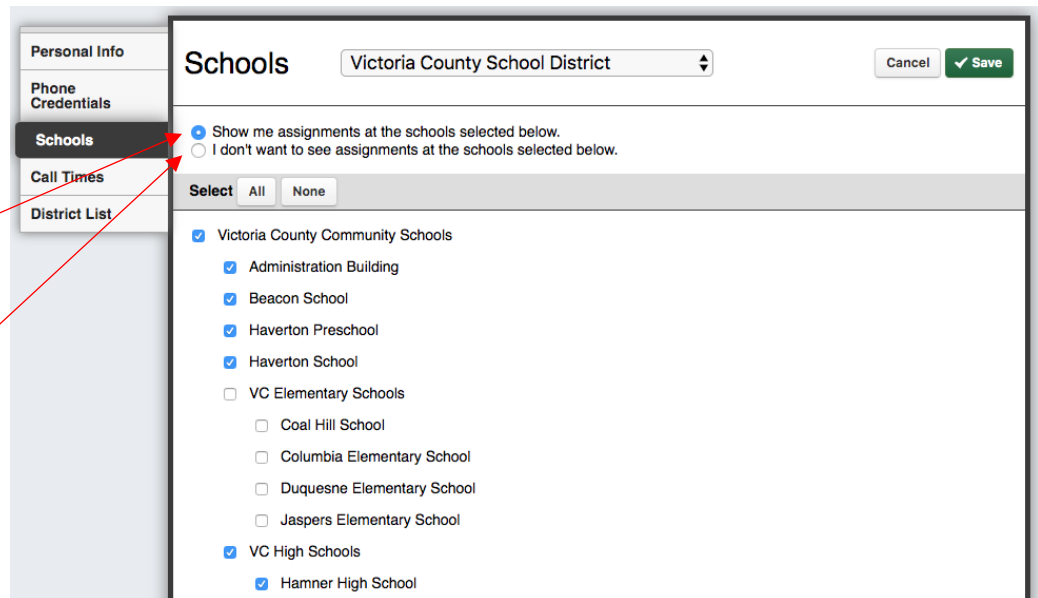
## Preferences

The Preferences section in the side navigation bar contains district-related details specific to Absence Management. This includes personal information, your PIN, school choices and call time preferences.



The most notable of these options is choosing your preferred schools. A school preference list identifies the locations within a district where you are willing to work (and not work). New substitutes will see jobs at ALL SCHOOLS by default. You do NOT have to make any changes if you wish to maintain full visibility.

*This section includes two options at the top of the page. The first option will allow you to select all the locations where you wish to see assignments. The second list indicates the places where you DO NOT want to see jobs. Click the radio button to alternate between these two lists.*



### Personal Info

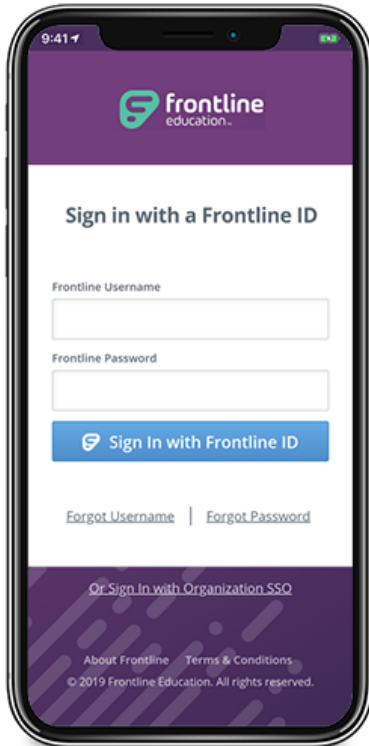
In this section, you can view your current profile details, including name, phone, email address, and residential address. Please be aware that the only field you can edit is the email address. (The fields for name, phone and address are locked and you must contact the Human Resources department to change/update this information.)

**It is imperative that you update your email address (or verify that it is correct). This feature is utilized to communicate important Absence Management information and other notifications.**

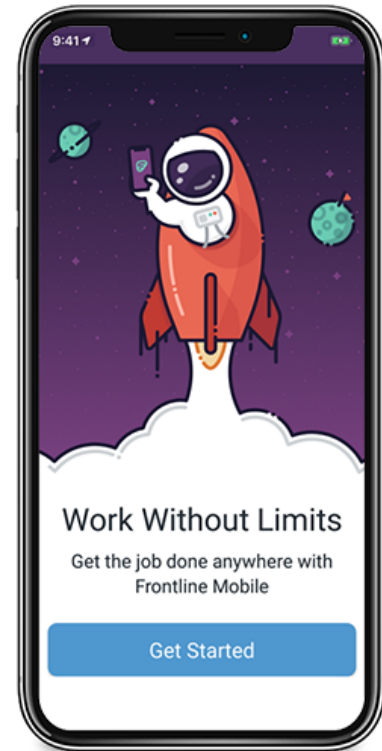
## FRONTLINE EDUCATION MOBILE APP

The Frontline Education mobile app is a free job-monitoring tool that is available to all substitute teachers. The app checks and issues alerts for any available jobs offered through the system, and it allows a sub to accept the job directly through their smartphone.

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will click **Get Started** to proceed to the sign in page. From there, enter your login credentials and click **Sign In**.



*Your login credentials are the same username and password that you created from the initial Frontline email you received after onboarding with Human Resources.*

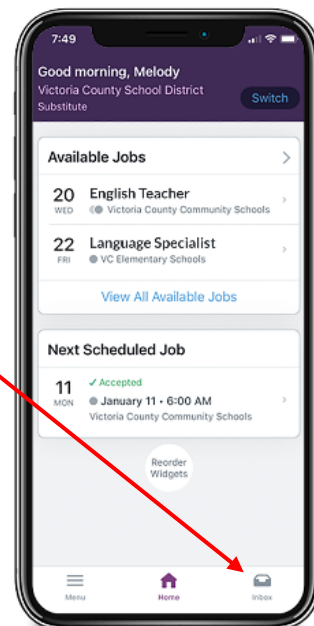


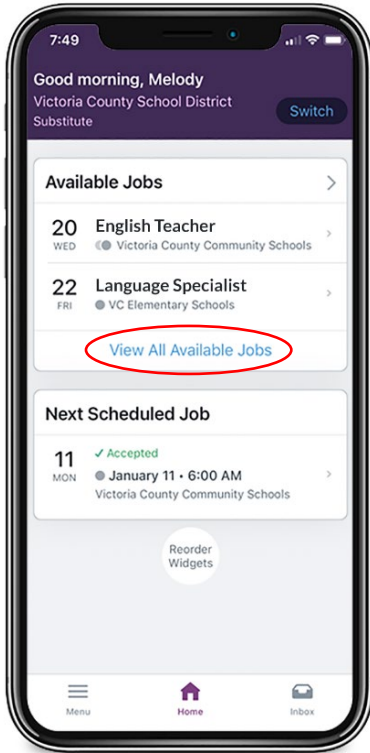
*Some features are not available on the app, so the online version is still the best method for full functionality.*

### **Inbox/Notifications**

The Inbox can be found in the bottom right corner of the app home screen. This contains all important web alerts and notifications from your district.

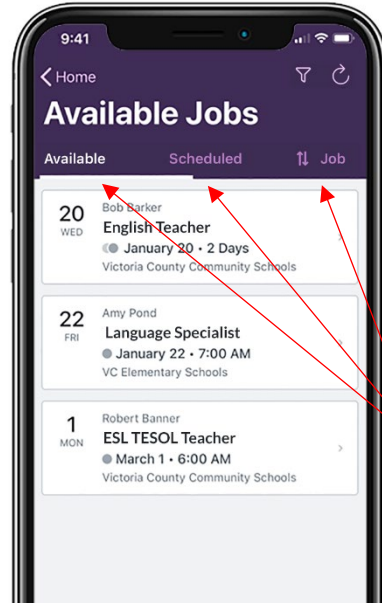
(These are the same notifications that appear on the initial log in screen for the online version.)





### Finding Jobs

Once you log into the app, select the **View All Available Jobs** link on the homepage.

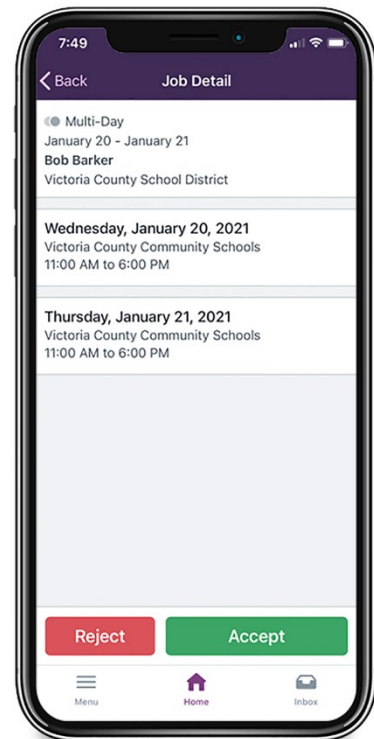


This page includes a comprehensive list of any assignments that have been posted. Tap on a specific assignment if you want to learn more about it.

**NOTE:** You can alternate between the "Available" and "Scheduled" jobs tabs, as well as use both sorting and filter options to further define your results.

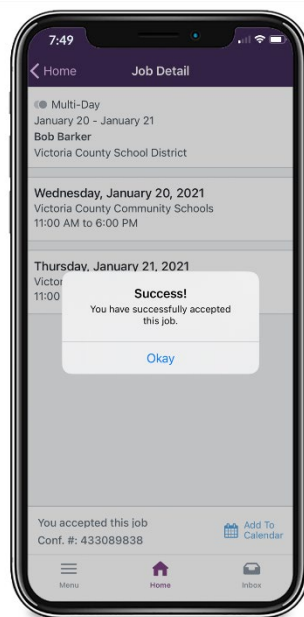
### Accepting a Job

Once on the job details page, you can view a summary of the job, as well as a phone number and/or notes about the assignment. If you wish to accept the job, select the **Accept** button at the bottom of the page.



Once the "Accept" option is selected, the app will provide a confirmation number and verify that you successfully accepted the assignment.

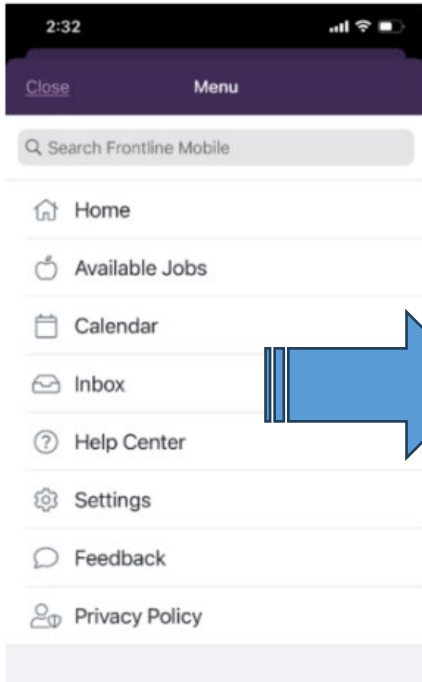
**NOTE: THE CONFIRMATION NUMBER IS VERY IMPORTANT! IF YOU DO NOT SEE THIS AT THE BOTTOM OF THE SCREEN, THEN YOU DO NOT HAVE THE ASSIGNMENT!!**





### Menu/Side Navigation

The Menu option opens a side navigation bar that allows you to access current tools and settings.



Available Jobs	Reference all available jobs within your view. (This section includes an "Available" and "Scheduled" tab, as well as sorting and filter options to further define your results.)
Calendar	View the dates for any previously worked assignments, as well as upcoming, accepted jobs. (These dates will be highlighted on Android and dotted on IOS). If you click on the highlighted/dotted dates, you can view the job details for that date.
Inbox	Review any received web alerts from your district.
Help Center	Access online help resources specific to your Frontline mobile app.
Settings	Review your current district details and user preferences, or log out.
Feedback	Please provide feature-related feedback or use this tab to contact Mobile Support with any questions/issues you may have regarding the app.

## CANCELLING AN ASSIGNMENT IN ABSENCE MANAGEMENT

Sometimes events may arise that will cause the need for cancellation of an assignment. First and foremost, please notify the school immediately when you need to cancel a job. It is your responsibility to cancel an assignment – please don't become known as a "no-show."

You can cancel an assignment in Absence Management up to two hours prior to the start time of the assignment. If you are unable to cancel an assignment it is your responsibility to contact the school/location in order for this to be handled. **\*\*\*Please note that if you personally cancel an assignment, Absence Management considers your status as "unavailable" and will not allow you to accept another assignment (nor will it allow an administrator to assign you) for that same day.**

## ACCEPTING AN ASSIGNMENT PAST THE START TIME

On occasion you may notice assignments that remain unfilled past the start time. The Absence Management call out system makes attempts to fill the assignment for a period of time beyond the start time. The assignment also remains visible both online and in the mobile app, but for a limited time. It is your option to accept or decline any such assignment. You will receive pay for the hours (time) you actually work if you accept an assignment after the start time has passed. The substitute's start time will be adjusted accordingly in Absence Management. Please call the school immediately and let the secretary or administrator know you have accepted the assignment and inform them of your anticipated arrival time.