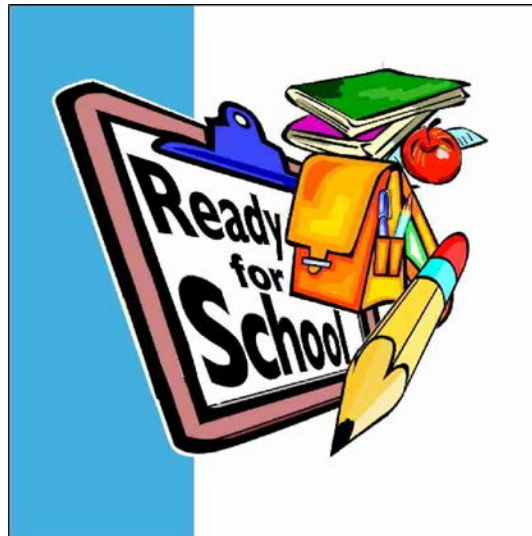


Substitute Handbook



Cabarrus County Schools Substitute Teacher Handbook

Welcome to Cabarrus County Schools (CCS). As a substitute teacher, you play an important role in the school system. Your involvement in the instruction of our students is a key component of their educational growth and the success of our schools. As such, we are confident that you will exhibit the level of professionalism expected of all educators.

The goal of this guide is to address many of the frequently asked questions that may arise during your service for CCS. By maintaining a positive working relationship with the schools in which you substitute, following classroom procedures and instructions left by the regular teacher, and familiarizing yourself with Board Policies, you can maximize your effectiveness in the classroom. Questions or comments regarding the material contained in this handbook should be directed to the Human Resources Department at (704) 260-5741.

Cabarrus County Schools Mission Statement

We will value, teach and empower each student in a culture of educational excellence.

Contact Information

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| Substitute General Information Monday-Friday, 8:00 a.m. – 5:00 p.m. | 704-260-5741 |
| Fax Number | 704-262-6161 |
| Absence Management 24 hours a day, 7 days a week | 800-942-3767 login.frontlineeducation.com |
| Mailing Address | Physical Address |
| Cabarrus County Schools Human Resources Department P.O. Box 388 Concord, NC 28026 | 4401 Old Airport Rd. Concord, NC 28025 |

A variety of useful resources are available on the CCS website, www.cabarrus.k12.nc.us, including links to school websites, Board Policies, school calendars, maps, and general information about our school system. The substitute webpage is found at www.cabarrus.k12.nc.us/substitute.

General Information

As a substitute teacher, you will be called on an “as needed” basis to substitute. There is no minimum or maximum number of days that you are guaranteed employment. You will have the opportunity to select schools at which you wish to substitute and the days on which you can substitute. You also have the option of turning down an opportunity to substitute because of your schedule.

Minimum Educational Requirements

Highschool diploma or equivalent

AND

You must meet *one* of the following:

- Hold a current or expired teaching license from North Carolina or another state
- Proof of completion of Effective Teacher Training

Effective Teacher Training (ETT)

ETT is a classroom management model that is required for substitutes who do not hold or have not held a teaching license. There is a \$29.00 non-refundable fee for this course. Completion of the course does not guarantee employment

Discontinuation of Service by Substitute

If you no longer wish to be employed as a substitute teacher, you must notify the Human Resources Office in writing. After discontinuation of service, if you wish to substitute at a later date, you will need to reapply.

Discontinuation of Service by School Administrator

Administrators are responsible for the educational programs at their school locations and have full authority regarding substitute assignments. As such, school administrators may request that a substitute teacher not be assigned to their schools. Based on the severity of the circumstances, substitute teachers who exhibit unsatisfactory performance may be restricted from substituting at any of the schools in our system.

Absence Management (formerly AESOP)

Cabarrus County Schools uses an online Absence Management program to handle the assignment of substitute teachers and the reporting of staff absences. Absence Management is an interactive system designed to promote the efficient assignment of substitute teachers based on the preferences of schools, substitutes, and teachers. Users interact with this computer system by phone at 800-94-AESOP or on the internet at app.frontlineeducation.com

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

For additional information regarding Absence Management, please refer to your user guide or contact the Human Resources Department. User guides are available and on the Absence Management webpage.

Updating Absence Management Profile

As a substitute, it is your responsibility to keep your Absence Management profile current. The information contained in your profile affects the assignments that are offered to you.

Many common tasks such as changing the days of the week in which you are available to accept assignments, indicating a period of unavailability, and changing your contact number can be completed by accessing Absence Management.

If you are no longer interested in substituting at a particular school or if you would like to add additional schools to your profile, please contact the Human Resources Department. Keeping this information current improves the efficiency

of the substitute assignment process and will help ensure you are offered assignments which most closely match your preferences.

Substitute Assignments

All substitute assignments must be recorded in Absence Management. Substitutes can be offered assignments in various ways:

1. Absence Management contacts the substitute during a regular call-out period.
2. The substitute calls Absence Management at any time of day to review available assignments.
3. Substitute accesses Absence Management online at any time of day to review available assignments.
4. A teacher or school substitute coordinator contacts an individual to substitute for a pre-arranged assignment.

Regardless of the method in which the assignment is offered, the substitute should be sure to record the confirmation number. The confirmation number is provided by Absence Management and uniquely identifies each substitute assignment.

Arriving at your Assignment

When you report to an assignment, check in and out at the front office and have your Absence Management confirmation number and assignment information handy. Getting lost is not a valid excuse for being late to an assignment. Take time in advance to familiarize yourself with the locations of every school in your profile.

Assignments Canceled by Substitutes

The cancellation of assignments is permissible in emergency cases by calling the individual school. It is unacceptable to cancel an assignment for non-emergency situations based on personal convenience. If you must cancel an assignment on the morning you are to report, you must contact the school immediately.

Assignments Canceled by Schools

At times, the school may need to cancel assignments after they have been accepted by substitutes. In many cases, this is due to unforeseeable situations such as the cancellation of a field trip. Under these circumstances, every effort will be made to notify the substitute as soon as possible by phone, either from the school or an automated message from Absence Management.

Payment for Canceled Assignments

Should you fail to be notified of the cancellation of your assignment, when you arrive at the school on the day of your assignment, the school has the option to provide you with alternate work. If there is no available work, you will be compensated with a full-day or half-day pay to be included with your regular paycheck. If you are notified of a cancellation ahead of time, you are not entitled to payment. This includes messages left on voice mail or answering machines.

Multiple Day Assignments

In the event you are offered a multiple day assignment, you should only accept the assignment if you are available to substitute for all of the days included in the assignment. The exception to this would be if alternate arrangements have been made with the school in advance.

Assignment Details

When Absence Management offers you an assignment, it will provide many specifics about the job that will help you to determine whether to accept or decline the assignment. This information will include the name of the school and teacher, the subject area, special instructions, the assignment date(s), and the daily start and end times. Please keep in mind that your assignment ends when the administrator releases you.

Inclement Weather

In the event of inclement weather, you should monitor the local news and CCS homepage for updates on school closings and delayed openings as they pertain to your substitute assignment schedule. If school is canceled prior to the start of the official school day due to inclement weather, substitutes will not be compensated. Rule of thumb: Substitutes are only needed when/if students must report to school!

Salary and Payment Procedures

Rates of Pay and Pay Schedules

Substitutes are paid based upon the dates and times submitted by each school to the payroll department. Payment is made in full and half day increments based on hours worked.

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|----------|--|
| \$110.00 | Current/Valid North Carolina teaching license. |
| \$95.00 | Expired NC license, out-of-state license, four-year degree with effective teacher training |
| \$85.00 | Unlicensed, less than four-year degree, must have Effective Teacher Training |
| \$75.00 | Any substitute filling an EC teacher assistant position |
| \$64.00 | Any substitute filling a teacher assistant position |

Note: To substitute for four consecutive weeks (20 days) or more in one classroom, a North Carolina Teacher Certification is required in that area

Direct deposit is mandatory for substitutes.

Benefits

Substitutes may be offered benefits according to the Affordable Care Act. If and when you qualify, you will be contacted.

Unemployment Benefits

As a substitute teacher for Cabarrus County Schools, you do not qualify for unemployment benefits because your designation by the state is that of a random employee. The N.C. General Statute that covers this is G.S. 96-13(b)(1)a.

Changes in Name, Address, or Telephone Number

It is your responsibility to keep the Human Resources Department informed of any changes in name, address, or telephone number. Contact the Human Resources Department directly to make changes.

Standards of Conduct

Although this handbook does not attempt to address all applicable Board Policies as they pertain to substitute teaching, the following sections will highlight some standards of conduct that you must adhere to in order to ensure your effectiveness as a substitute teacher and continue our success as a school system:

- Policy 7240: Drug-Free and Alcohol-Free Workplace
- Policy 3225/4312/7320 : Technology Responsible Use
- Policy 7335 Employee Use of Social Media and Electronic Communications
- Policy 7205: Standards of Professional Conduct
- Policy 7340: Employee Dress and Appearance
- Policy 1710/4021/7230: Prohibition Against Discrimination, Harassment and Bullying
- Policy 7310: Staff-Student Relations
- Policy 7300: Staff Responsibilities
- Other Board Policies <https://boardpolicyonline.com/bl/?b=cabarrus>

Failure to comply with these standards, or any other board policy, may result in discontinuation of your services as a substitute teacher with Cabarrus County Schools. To review the Board Policy Manual, please visit the Cabarrus County Schools website and click on Board of Education and Online Policy Manual.

Appropriate Dress

The Board believes that the appearance and the conduct of its faculty are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the Board affirms its expectation that all personnel shall be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards.

To a certain extent, the subject to which you are assigned will determine your dress. Teaching physical education requires that you dress differently than when you are teaching chemistry. Substitutes that show up for their assignments in questionable attire may not be allowed to work that day.

Confidentiality

As a substitute, you will be privy to confidential information and are obligated to treat it as such. Substitutes must safeguard the privacy of student information kept in schools, whether on paper, in computer, or in oral communications.

Discrimination, Harassment and Bullying

The Board of Education believes that all employees and students should be free of unlawful discrimination, harassment, and bullying as a part of a safe, orderly, caring and inviting working and learning environment. The Board commits itself to nondiscrimination in all its educational and employment activities. The Board expressly prohibits unlawful discrimination, harassment or bullying, including on the basis of race, color, national origin, sex, pregnancy, religion, age, physical appearance or disability.

The Board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law, including prohibiting retaliation for reporting violations of this policy.

Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation. Please refer to Policy Code 1710/4021/7230.

Corporal Punishment

Corporal punishment is not permitted under any circumstance.

Alcohol and Drug Free Workplace

It is the policy of the Board that the work environment shall be free of the presence of alcoholic beverages or unlawful controlled substances and that employees shall perform their job assignments safely, efficiently, and without the adverse influence of alcohol or controlled substances.

All Cabarrus County Schools employees are required to attend a Drug Free Workplace Session.



Tips for Success

- 🍏 Arrive 10-15 minutes early and review the daily schedule, plans, and materials before the class begins.
- 🍏 Introduce yourself to teachers in the rooms close by. They can be very helpful throughout the day.
- 🍏 Follow the teacher's plans and schedule as closely as possible.

- 🍏 Greet students at the door with a smile and a pleasant “Good Morning.”
- 🍏 Write your name on the board so the students know it upon entering the classroom.
- 🍏 Remember to be flexible and patient. The schedule and/or transitions may not flow the way you planned. Expect students to ask questions about how/why their day is somewhat different from usual.
- 🍏 Inform students of the day’s schedule. Use the teacher’s plans and/or the posted schedule in the room.
- 🍏 Always treat students with dignity and respect.
- 🍏 Monitor, watch, and maintain constant contact with the students. Do not leave the students unsupervised at any time.
- 🍏 Deal with a discipline problem quickly. Use the discipline plan the teacher has in place fairly and consistently.
- 🍏 Let the students know if you will be returning the next day.
- 🍏 Check to be sure the room is in good order before you leave.
- 🍏 Leave a note for the teacher. Include the following information:
 - *In general, how did the day go?
Include the positive as well as the negative.
 - *What lessons were completed?
Did the students struggle with their work or was it easy for them?
 - *Describe any discipline problems that occurred.
 - *Where is the completed work?

| Name of School | Address | Phone Number | Principal | Treasurer |
|--------------------------------|--|--------------|-------------------|------------------|
| A.T. Allen Elementary | 3939 Abilene Road, Concord, NC 28025 | 704-260-6050 | Melanie Raso | Adrienne Balmer |
| Bethel Elementary | 2425 Midland Road, Midland, NC 28107 | 704-260-6070 | Julie Barbee | Marsha Goldmith |
| Beverly Hills Elementary | 87 Palaside Drive NE, Concord, NC 28025 | 704-260-6090 | Richard Wells | Lori Cone |
| Carl A. Furr Elementary | 2745 Clover Road NW, Concord, NC 28027 | 704-260-6110 | Darin Roberts | Anne Coats |
| Charles A. Boger Elementary | 5150 Dove Field Lane, Kannapolis, NC 28081 | 704-260-6130 | Rick Seaford | Miriam Carter |
| Coltrane-Webb Elementary | 61 Spring Street, NW Concord, NC 28025 | 704-260-6150 | Megan Smith | Debbie Boswell |
| Cox Mill Elementary | 1450 Cox Mill Road, Concord, NC 28027 | 704-260-6170 | Alison Moore | Monique Lide |
| Harrisburg Elementary | 3900 Stallings Road, Harrisburg NC 28075 | 704-260-6190 | Erin Anderson | Jeri Goldinger |
| Hickory Ridge Elementary | 9464 Hickory Ridge Road, Harrisburg NC 28075 | | Adrian Parry | Brett Brown |
| Mary Francis Wall Center | 3801 Highway 601 South, Concord, NC 28025 | 704-260-6790 | Trina Wenzel | Linda Chewning |
| Mt. Pleasant Elementary | 8555 North Drive Mt. Pleasant, NC 28124 | 704-260-6210 | Richard Money | Lenora Barnhardt |
| Patriots Elementary | 1510 Holden Road SW, Concord, NC 28025 | 704-260-6230 | Billy Davis | Pam Page |
| Pitts Schools Road Elementary | 720 Pitts School School Road SW, Concord, NC 28027 | 704-260-6250 | Christopher Smith | Dana Peterlin |
| R. Brown McAllister Elementary | 541 Sunnyside Drive SE, Concord, NC 28025 | 704-260-6270 | Jessica Blanchard | Shannon Sherwood |
| Rocky River Elementary | 5454 Rocky River Road, Concord, NC 28025 | 704-260-6290 | Tara Butch | Katie Valentine |
| Royal Oaks Elementary | 608 Dakota Street, Kannapolis, NC 28083 | 704-260-6310 | Melody Marsh | Monica Barlow |
| W.M. Irvin Elementary | 1400 Gold Rush Drive, Concord, NC 28025 | 704-260-6330 | Tonya Williams | Samantha Weaver |
| W.R. Odell Primary | 1 Dragon Pride Dr. Concord, NC 28027 | 704-260-6760 | Jim Helf | Moira Calandra |
| W.R. Odell Elementary | 1885 Odell School Road, Concord, NC 28027 | 704-260-6030 | Sandy Ward | Brenda Koerner |
| Weddington Hills Elementary | 4401 Weddington Road NW, Concord, NC 28027 | 704-260-6350 | Chasity Dolan | Patricia Deluca |
| Winecoff Elementary | 375 Winecoff School Road, Concord, NC 28027 | 704-260-6370 | Trish Cook | Luisa Balderrama |
| Wolf Meadow Elementary | 150 Wolf Meadow Drive SW, Concord, NC 28027 | 704-260-6390 | Jennifer Brinson | Elena Papadatos |
| C.C. Griffin Middle | 7650 Griffin's Gate Drive SW, Concord, NC 28025 | 704-260-6410 | Sue Nash | Christine Lee |
| Concord Middle | 1500 Gold Rush Drive, Concord, NC 28025 | 704-260-6430 | Liz Snyder | Sherry Goldsmith |

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|--------------------------------------|--|--------------|------------------|-----------------------|
| Harris Road Middle | 1251 Patriot Plantation Blvd, Concord, NC 28027 | 704-260-6470 | Steven Bookhart | Kim Waddington |
| Hickory Ridge Middle | 7336 Raging Ridge Road, Harrisburg, NC 28075 | 704-260-6490 | Tim Taylor | Rhonda Ritchie |
| J.N. Fries Magnet School | 133 Stonecrest Circle SW, Concord, NC 28027 | 704-260-6510 | Kristy Bullock | Sherryann Cote |
| Mt. Pleasant Middle | 466 Walker Road, Mt. Pleasant, NC 28124 | 704-260-6530 | Tim Farrar | Shannon Huneycutt |
| Northwest Middle | 5140 Northwest Cabarrus Drive, Concord, NC 28027 | 704-260-6550 | Anna Blessington | Rhonda Weaver |
| H.E. Winkler Middle | 4501 Weddington Road NW, Concord, NC 28027 | 704-260-6450 | Michael Williams | Charlene Vogel |
| Opportunity Middle/High | 120 Marsh Avenue, Concord, NC 28025 | 704-260-5800 | Beverly Mack | Susan Perry |
| Central Cabarrus High | 505 Hwy 49 South, Concord, NC 28025 | 704-260-6570 | Dustin Shoe | Elizabeth Skeens |
| Concord High | 481 Burrage Road NE, Concord, NC 28025 | 704-260-6000 | Adam Auerbach | Gina Dunagan |
| Cox Mill High | 1355 Cox Mill Road, Concord, NC 28027 | 704-260-6600 | Andrew Crook | Ramona Jones |
| Hickory Ridge High | 7321 Raging Ridge Road, Harrisburg, NC 28075 | 704-260-6630 | Shaun Poole | Robin Whittaker |
| Jay M Robinson High | 300 Pitts Schools Road SW, Concord, NC 28027 | 704-260-6660 | Dennis Hobbs | Maureen Petersen |
| Mt. Pleasant High | 700 Walker Road, Mt. Pleasant, NC 28124 | 704-260-6690 | Russ Snyder | Brandy Crisco |
| Northwest High | 5130 Northwest Cabarrus Drive, Concord, NC 28027 | 704-260-6720 | Chris Myers | Elizabeth Brandenburg |
| Cabarrus-Kannapolis Early College | 1531 Trinity Church Road, Concord, NC 28027 | 704-260-6780 | Carla Black | Ruby Nisbett |
| West Cabarrus High School | 4100 Weddington Road, Concord, NC 28027 | 704-260-5970 | Todd Smith | Melissa Printy |
| Cabarrus Early College of Technology | 670 Concord Parkway North, Concord, NC 28027 | 704-260-6750 | Vance Fishback | Lisa Robinson |
| Performance Learning Center | 4521 Weddington Road, Concord, NC 28027 | 704-260-6800 | James Williams | Robin Stancil |

CCS OPENING /DISMISSAL TIMES
(based upon school websites)

| SCHOOL | OPENING TIME | CLOSING TIME |
|--------------------------------------|--------------|--------------|
| Elementary : | | |
| AT Allen | 7:45 a.m. | 3:00 p.m. |
| Bethel | 7:45 a.m. | 3:00 p.m. |
| Beverly Hills | 7:45 a.m. | 3:00 p.m. |
| CA Furr | 8:15 a.m. | 3:00 p.m. |
| CE Boger | 8:15 a.m. | 3:00 p.m. |
| Coltrane Webb STEM Magnet | 8:15 a.m. | 3:00 p.m. |
| Cox Mill | 8:15 a.m. | 3:00 p.m. |
| Harrisburg | 8:15 a.m. | 3:00 p.m. |
| Mt. Pleasant | 8:15 a.m. | 3:00 p.m. |
| Patriots | 8:15 a.m. | 3:00 p.m. |
| Pitts School Rd. | 8:15 a.m. | 3:00 p.m. |
| Rocky River | 8:15 a.m. | 3:00 p.m. |
| R Brown McAllister | 8:15 a.m. | 3:00 p.m. |
| Royal Oaks | 8:15 a.m. | 3:00 p.m. |
| WM Irvin | 7:30 a.m. | 2:15 p.m. |
| WR Odell | 7:50 a.m. | 2:35 p.m. |
| WR Odell Intermediate | 8:10 a.m. | 2:55 p.m. |
| Weddington Hills | 8:15 a.m. | 3:00 p.m. |
| Winecoff | 7:20 a.m. | 2:15 p.m. |
| Wolf Meadow | 7:30 a.m. | 2:15 p.m. |
| Long School and Headstart | 8:15 a.m. | 2:45 p.m. |
| Mary Frances Wall Center | 9:15 a.m. | 3:45 p.m. |
| Middle: | | |
| Concord | 9:00 a.m. | 4:00 p.m. |
| CC Griffin | 9:00 a.m. | 4:00 p.m. |
| Harris Road | 9:00 a.m. | 4:00 p.m. |
| Hickory Ridge | 9:00 a.m. | 4:00 p.m. |
| JN Fries STEM and IB Magnet | 9:00 a.m. | 4:00 p.m. |
| Mt. Pleasant | 9:00 a.m. | 4:00 p.m. |
| Northwest Cabarrus | 9:00 a.m. | 4:00 p.m. |
| HE Winkler | 9:00 a.m. | 4:00 p.m. |
| Glenn (Opportunity and Works) | 10:00 a.m. | 4:00 p.m. |
| High: | | |
| Central Cabarrus | 7:15 a.m. | 2:15 p.m. |
| Concord | 7:15 a.m. | 2:15 p.m. |
| Cox Mill | 7:15 a.m. | 2:15 p.m. |
| Hickory Ridge | 7:15 a.m. | 2:15 p.m. |
| Jay Robinson | 7:15 a.m. | 2:15 p.m. |
| Mt. Pleasant | 7:15 a.m. | 2:15 p.m. |
| Northwest Cabarrus | 7:15 a.m. | 2:15 p.m. |
| Performance Learning Center | 8:00 a.m. | 3:00 p.m. |
| Cabarrus-Kannapolis Early College | 9:00 a.m. | 4:00 p.m. |
| Cabarrus Early College of Technology | 9:00 a.m. | 4:00 p.m. |