





Harford County Public Schools Long-Term Substitute Teacher Orientation Packet

Expectations of A Substitute Teacher

- ☺ A substitute teacher is an individual who will provide coverage on a short-term basis for instructional assignments.
- ☺ Quality teaching and learning within a classroom is the primary responsibility of a substitute teacher. The plans, materials, and instructions left by the regular teacher will indicate the learning activities for a day(s) of absence. Your success as a substitute teacher in the classroom will be dependent upon the effort, direction, and value that you give to the task.
- ☺ HCPS does not expect you to be subject-matter experts, certified teachers, or experienced instructors.



Expectations of A Substitute Teacher HCP






-  As a substitute teacher you have temporary custody and control of minor children. HCPS expects you to facilitate the learning environment in such a way that learning may continue as if the regular teacher were in place.
 -  You are often asked to substitute without advance notice or preparation time and this can be stressful. However, it is imperative that you follow substitute plans as provided by the teacher. The administrators in the schools are aware of this and are available to assist you.
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Reporting to School for Assignment



Workday Schedules

 High School	7:00 a.m. – 2:20 p.m.
 Middle School*	7:45 a.m. – 3:05 p.m.
 Elementary School	8:30 a.m. – 3:50 p.m.
 4 th Tier Elementary**	9:00 a.m. – 4:20 p.m.
 Harford Academy	8:30 a.m. – 3:50 p.m.

*North Harford Middle School operates on the same schedule as North Harford High School.

** Deerfield, Havre de Grace, and William S. James, Red Pump, Bel Air, Forest Lakes, and Bakerfield Elementary Schools operate on the 4th tier busing schedule.

*** Although the above are your assigned work hours, you are encouraged to arrive early for your assignment, in order to review plans, get acquainted with the building and review building procedures.

What to do first:

- ☺ Check in at the office.
- ☺ Tell them you are a substitute, who you are substituting for, and inquire about the following:
 - 🍃 Parking – especially important at middle and high school level
 - 🍃 Fire drill/evacuation procedures
 - 🍃 Does classroom have a phone?
 - 🍃 Lesson plans
 - 🍃 Do I have other duties (cafeteria coverage, bus duty, etc.)?
 - 🍃 Who is the Department Chair or Teacher Mentor should you have questions during the day regarding the lesson plans?
 - 🍃 Behavior policy
 - 🍃 Lunch time/Teacher's Lounge
 - 🍃 Where are the adult bathrooms?

What to do first:

- Once in the classroom:
 - Introduce yourself
 - Write your name on the chalkboard or whiteboard
 - Review lesson plans
 - Gather materials needed for the day
 - Introduce yourself to neighboring teacher(s)
 - Ask for assistance with whiteboard technology if you are unfamiliar with how to use it
 - Locate evacuation map (in the event of an emergency or fire drill) on the wall by the door
 - Remember: Eating is not allowed in the classroom due to food allergies

-  Professional Conduct
 -  Substitute Termination
 -  Discrimination
 -  Harassment
 -  Corporal Punishment/Child Abuse
 -  Dress Code
 -  Inclement Weather
 -  Drug/Tobacco-Free Workplace
 -  Technology Acceptable Use Policy
 -  Confidentiality/Equality
 -  Worker's Compensation
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Each Harford County Public Schools (HCPS) employee in every position serves an important role in fulfilling the Vision, Mission, and Goals of the Board of Education. To contribute effectively in a quality educational system, all employees must conduct themselves in a professional manner at all times and convey a positive image to students, colleagues, and the community.



Statement of Professional Conduct HCPS

We expect you to:

-  act with honesty and integrity;
 -  demonstrate care and diligence in carrying out duties;
 -  treat students, colleagues, professional associates, and community members with courtesy and respect, without discrimination or harassment;
 -  serve as a model of good behavior for the students of HCPS;
 -  respect the diversity of the school community and the work place;
 -  be knowledgeable of, and comply with, all applicable laws, regulations, and policies of HCPS;
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Statement of Professional Conduct HCPS

- disclose and take reasonable steps to avoid any conflicts of interest;
 - use HCPS materials and resources in a proper manner;
 - never make improper use of any school system information or your duties, status, power, or authority;
 - accept and comply with any reasonable direction given by someone with the proper authority to do so;
 - behave at all times in a manner that upholds and reflects the values, integrity, and reputation of HCPS.
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Although the time beyond your duty day is personal and private, please be mindful that actions undertaken outside of the work day may impact the school system or your ability to effectively perform your duties. Actions or activities that reflect negatively upon the Vision, Mission, and Goals of HCPS or impair your ability to discharge your duties or function as a part of the school system community, even when occurring outside the school system setting or beyond the work day, may jeopardize your employment with HPCS.

- It is the policy of the Board of Education of Harford County to oppose and prohibit discrimination and harassment. Any discrimination and/or harassment of a student, employee, or volunteer by a member of the school community is a violation of this policy.

-  HCPS will act to investigate all complaints of discrimination and/or harassment, and will take appropriate disciplinary or other action against any student, employee, or other person who is found to have committed any act of discrimination and/or harassment.



Corporal Punishment/Child Abuse HOPS

- Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts, or attitudes of a student.
- The use of corporal punishment in any form is strictly prohibited in the Harford County Public Schools. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator, or other school personnel.
- Permission to administer corporal punishment will neither be sought nor accepted from any parent, guardian, or school official.

Drug/Tobacco-Free Workplace

- ❉ The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any workplace or activity of the Harford County Public Schools.
- ❉ Those found in violation of this policy will be subject to actions consistent with the seriousness of the offense, including but not limited to suspension, or termination of employment.
- ❉ The sale or *use* of tobacco in any form is prohibited in school buildings, on school grounds, in all school system vehicles, in all school buses (whether owned by the school system, contracted, or leased) every day, 24 hours a day of the entire calendar year.





Dress Code

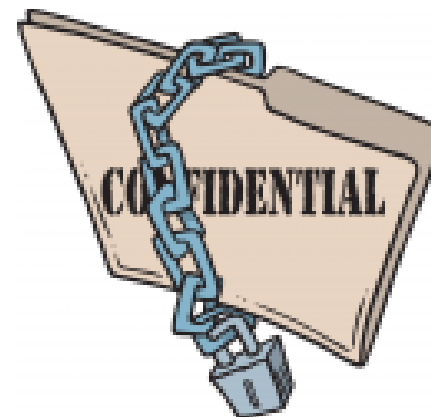
- At the minimum, business casual dress standards must be followed. For physical education assignments, appropriate gym attire may be worn. Please direct any questions regarding appropriate dress to the school's administration.
- The following are examples of business casual:



Inclement Weather

- The HCPS inclement weather policy is posted on the home page of SFE. Please consult local radio and television news programs as well as www.hcps.org for the latest information.
- **Two Hour Delays:** The schools' opening schedule may be delayed by two hours. Please report to your assignment two hours after the original start time of the assignment. Make sure to leave plenty of time to travel should the weather conditions be difficult.
- **Schools Closed:** If HCPS schools are closed, substitutes do not report.




- Student records and other information are confidential and may not be discussed outside of the school.





- Do not discuss any disabilities or special conditions of a student with other students. When discussing a student with HCPS staff members, be discreet.



Technology Acceptable Use Policy HOPS

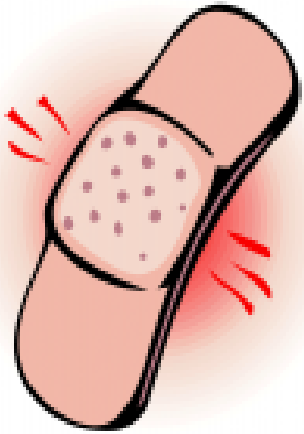
-  As a Long-term substitute, you will have access to a computer
 -  Log in information will be provided to you by your lead secretary
 -  Passwords will be reset to the default for each new assignment
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Technology Acceptable Use Policy

-  Substitute Teachers are expected to use telecommunications technologies for school or assignment-related purposes ONLY and must not allow students to work on the Internet without supervision.
 -  Any questionable use of these technologies will be investigated and disciplinary action will be taken if deemed appropriate.
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- As a substitute teacher, you cannot engage students in:
- Online relationships (i.e. email, Facebook, MySpace, Twitter, YouTube, etc.)
- Texting/phone calls – do not provide your cell phone information or ask for a student’s cell phone number
- Political or religious discussions – Students should obtain their morals, ethics and religious values from their parents or legal guardians (not from their substitute teacher).
- Physical contact – Corporal punishment is not acceptable nor should a sub engage in touching a student due to unknown medical conditions, cultural differences or the possibility of perceived inappropriate contact. Subs should prepare all student relatives that their interaction at school will be professional in nature.



In the event that you are injured on school grounds while serving in the capacity of a Substitute Teacher, contact the school's administrator (Principal or Assistant Principal) to issue a first report of injury. Claims made by anyone who has not filed a report immediately after sustaining an injury will not be honored.

- School administrators have the authority to request that an individual be prohibited from substituting in their building when it has been determined that they have not met the expectations for a Harford County Public Schools substitute. A copy of the updated “HCPS Substitute Handbook” can be found on www.hcps.org under “Information for Existing Substitutes”.










Substitute Termination









- A substitute will be terminated when, within two years, three administrators request that they be prohibited from substituting in their building. When an administrator blocks a substitute for failing to follow procedure, the administrator will provide a written explanation to both the substitute and to Human Resources. When the substitute is blocked for the third time, Human Resources will send a letter to the substitute notifying them of the termination. All future substitute assignments will be immediately cancelled.
- **Please note each block request is reviewed by Human Resources on an individual basis and can result in a complete block from HCPS.**



Common Reasons

-  Classroom management
 -  Failure to comply with school policies
 -  Failure to follow lesson plans
 -  Inappropriate/unprofessional behavior
 -  Inappropriate/unprofessional language/comments
 -  Inappropriate/unprofessional interactions with colleagues
 -  Inappropriate/unprofessional interactions with students
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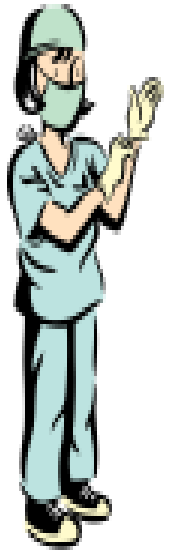
Common Reasons

-  Left building without permission
-  Left students unattended
-  No call / No show
-  Not appropriate for grade levels
-  Not flexible with assignment
-  Teacher complaints
-  Student safety concern
-  Unreliable attendance

In the event that a child in your classroom becomes ill, these steps should be followed:

1. Send the ill child to the nurse's office (with a buddy, if needed). Do NOT leave the classroom unattended.
2. Keep the children away from the area requiring custodial attention. Contact the office or teacher next door for assistance in locating a custodian.

Take care to protect yourself from communicable diseases and make sure to wash your hands after administering assistance to the ill child.





Frequently Asked Questions

- 🍃 **When I arrive for an assignment, where should I park?**
 - 🍃 Park in an un-reserved parking space.
 - 🍃 Do not park in a tow-away or bus zone.
 - 🍃 Consult someone in the school's main office if you have a question about where you parked.



 - 🍃 **When I am substituting, when and where do I eat lunch?**
 - 🍃 Substitute Teachers should check with the main office or consult their lesson plans to determine their scheduled lunch time for the day.
 - 🍃 All substitute teachers should eat their lunch in the cafeteria or teachers' lounge. Eating in the classroom is not allowed due to possible food allergies among the student and teacher populations.

 - 🍃 **When I am working at a school, which restroom should I use?**
 - 🍃 You should always use the adult restrooms.
 - 🍃 Never use the bathroom facilities provided for the students.
 - 🍃 Consult a member of the teaching staff or main office to locate the designated adult restrooms.
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 **Am I allowed to leave school grounds during lunch or any other time during my scheduled work time?**

-  No. Substitute Teachers are not allowed to leave school property during their scheduled job assignment for any reason other than a school emergency or evacuation.
-  In case of emergency, contact the office to make arrangements for classroom coverage.



 **Can I use my cell phone? Can students use their cell phone?**

-  Your cell phone should be set to “silent/vibrate mode” and out-of-sight during your job assignment. You may use your cell phone during your lunch break. Texting or making calls during class is not allowed.
 -  Students should have all electronic devices turned off and out-of-sight. Check with the school regarding cell phone confiscation policy.
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Frequently Asked Questions

- 🍃 **Will I have access to a computer, the internet, email, phone, etc.?**
 - 🍃 Computer and phone access is provided to Substitute Teachers at the discretion of each school's administration. These forms of technology are intended for school-related tasks ONLY. White phones provided in most classrooms are for emergency use only. *Violators of this policy will be disciplined accordingly.*
 - 🍃 Long-term substitutes will receive log-in information and email access. This information will be provided by the lead secretary.
- 🍃 **What is my employee ID number?**
 - 🍃 You will be assigned an Employee ID number on your first paycheck.
- 🍃 **What do I do if one of my Pre-K or Kindergarten students needs assistance with his/her pants button or zipper to use the restroom?**
 - 🍃 Send the child to the restroom with a same gender buddy to assist him/her. Another option is to send the child to the nurse.


When will I receive my first paycheck?

-  *Substitutes are paid bi-weekly for hours worked during the previous bi-weekly pay period. See the Payroll Calendar link on the sub teacher resource webpage for scheduled pay dates.
-  Depending on the date you begin working and where it falls in the payroll cycle, it can be anywhere from 3 to 4 weeks before you receive your first paycheck. Substitutes are paid bi-weekly for hours worked during the previous bi-weekly pay period. The payroll calendar is available online on the Current Substitute Resource webpage.

Who do I call if my paycheck is incorrect?




-  E-mail Payroll@hcps.org with all questions regarding paychecks, direct deposit or tax forms/reporting.

Will I be paid for holidays and/or snow days?

-  The substitute will be paid for actual days worked and not for holidays or vacation periods which may fall within the span of substitution.
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What type of benefits are substitutes eligible for?

-  All substitutes are eligible to participate in a 403(b) and/or 457(b) tax deferred annuity program offered by Harford County Public Schools.
-  Substitutes are only permitted to contribute a percentage of their salary. A flat dollar amount per pay is not permitted by substitutes.
-  Anyone interested in participating should contact Lincoln Financial Group. See the contact list by going to the link below. A substitute can contact the representative listed for one of the schools where they work.

<http://www.hcps.org/departments/humanresources/docs/retirement/LincolnBuildingAssignments.pdf>

Go to: www.hcps.org and click on “Info for Existing HCPS Substitutes” in the Career Opportunities Section.

Career Opportunities

Current Job Openings

- Online Employment Application
- Job Fair Events
- Become A Substitute Teacher!
- Info for Existing HCPS Substitutes
- Fingerprints/Background Checks
- Human Resources and Benefits Info/Guides
- Retiree Information/Guides



Contact Information

- ☺ All payroll questions should be directed to:

Payroll@hcps.org

- ☺ All IT (computer-related) questions should be directed to:
Technology Department at 410-588-5242

- ☺ All sub-related questions should be directed to:
Human Resources Department - 410-588-5238 or
subsupport@hcps.org