

ARGS

Substitute Teacher



2015 - 2016

Handbook

512 West Washington Street
Petersburg, Virginia 23803
(804) 722-0200
www.args.us



Dear Substitute Teacher:

Welcome to the Appomattox Regional Governor's School for the Arts and Technology (ARGS). It was established in 1999 and is located in the heart of Petersburg's Folly Castle Historic District. This school is the only full time Governor's School in the Commonwealth of Virginia for the Arts and Technology.

We serve a culturally diverse population of 376 gifted and talented students from fourteen school districts, including the cities of Colonial Heights, Franklin, Hopewell, Petersburg, and Richmond and the counties of Amelia, Charles City, Chesterfield, Dinwiddie, Powhatan, Prince George, Southampton, Surry and Sussex. We have a staff of 55 full-time and adjunct faculty.

We are extremely glad you chose to work as a substitute teacher with the students and staff at ARGS. Our mascot is the Dragon and our school colors are burgundy, green and gold.

This handbook contains very important information that will help you be successful and ensure the continuous educational growth of our students. The administrative staff is prepared to assist you. Please do not hesitate to ask questions.

Once again, thank you for the work you will perform.

Sincerely,

James M. Victory, Ed.D.
Executive Director

Acknowledgements: Many thanks to the personnel offices of Chesterfield County Public Schools, Prince George County Public Schools and Hopewell City Public Schools for assisting us with the development of this handbook.

Mission Statement

The Appomattox Regional Governor's School for the Arts and Technology provides gifted and talented students a differentiated and rigorous education, cultivates a supportive environment that inspires unique artistic and technological visions, promotes cultural tolerance, nurtures community partnerships, and produces active, engaged citizens.

Goal Statement

The Appomattox Regional Governor's School for the Arts and Technology:

- Provides a full-time regional program for students in grades 9-12 who demonstrate advanced skills in the arts.
- Offers an advanced arts program that includes music, dance, theatre, creative writing, and the visual and technical arts.
- Provides a learning environment that promotes artistic and academic excellence.
- Engages students in a rigorous academic, skill-based, sequential, multicultural, and interdisciplinary curriculum.
- Fosters problem solving, critical thinking, communication, teamwork, and creative expression.
- Enhances students' learning skills, achievement, and personal growth and development.
- Serves as a center for broadening the arts through a collaborative partnership with the community.

Administration

Executive Director
Assistant Director
Assistant Director

James M. Victory, Ed.D.
Veronica A. Kouassi, MS
Larry T. Joyner, MA

Main Office Staff

Office Manager
Fiscal Technician III

TBD
Sharon Caro

Support Staff

Information Technology Director
Information Technology Specialist
School Counselor
School Counseling Assistant
Media Technician
Facility Coordinator
Custodian
Custodian
Custodian

Ralph Mulleins
Andrew Cleveland
Tara Cook
Saajaimori Spratley
Cindy Clark
Willie Gilchrist
Shirley Clark
Alison Hardy
William Pitt, III

Department Heads

School Counseling Director
Dance
Music/Activity
Literary Arts/English
Theatre Arts
Science
Math
Technology
Visual Arts
Social Sciences
World Languages
HPE/DRED/Athletic Director

Princess Jackson
Rebecca Hodal
James Carver, Jr.
Cindy Cunningham, Ph.D.
Cindy Warren
Kristina Fritz
Kathleen Whittle
Anita Crowder
Patricia Lyons
James Stoneking
Janice Ferguson
Rickey Barefoot

Introduction

The purpose of this **Substitute Teacher Handbook** is to familiarize you with the Appomattox Regional Governor's School for the Arts and Technology. It is our hope that this will aid you in being a great substitute teacher.

Whatever your reason for substituting, you should consider your job as important as that of a full-time teacher. If you plan ahead, you can enter the classroom with the self-confidence necessary to gain the respect of both students and fellow teachers. If you enter the classroom prepared and with a positive attitude, the time spent in that classroom will be meaningful to you and your students.

To help you in your substitute experience, we have included the following **Hints for Success**:

1. After placing your name on the substitute list, make a special effort, if possible, to visit the school and meet the administrative staff before you are called to teach. Use this opportunity to learn as much as you can about the school. Do not be afraid to ask questions.
2. You may be called as early as 6:00 a.m. to substitute that same day. If this happens, be prepared. Have preplanned ideas for meeting your family needs in just such a situation.
3. Arrive at school early and report to the Main Office at 8:10 a.m. to sign-in, pick up the Substitute Teacher Folder and receive instructions. This will include specifics about the school, bell schedules, the classroom in which you are substituting, and the regular teacher's lesson plans for the day.
4. Examine your room. Know what is in the room. Locate the **fire exit plan** and the **tornado exit plan** in the classroom.
5. The available materials in the classroom will help you to select some of your activities for the day, if necessary.
6. Check to see that the door is unlocked so that students can enter freely. Greet them with a smile.
7. Write your name on the board when you make your introduction.
8. Learn a few names from the teacher's roll so that you can call these names, asking them to do some small jobs upon arrival. This will be helpful in establishing rapport with the class.

9. Promptly take attendance in Powerschool within the first ten to fifteen minutes of each class and it should be updated no later than the end of each block. If there is a problem with submitting the attendance, contact Mrs. Matthews in the Main Office ext. 114 prior to the end of the class period for assistance and report any technology problem to the Information Technology Department at ext. 600.
10. You should address discipline problems immediately and effectively before they escalate. If you have difficulty getting students to begin their assigned work, let them know that you will write a disciplinary referral and send them to the Main Office, if they are not willing to cooperate.
11. Read carefully the page of notes left by the teacher for the substitute teacher.
12. Follow the teacher's plans as carefully and closely as possible.
13. Be over-prepared. If you complete the assignments made by the teacher, have in mind several kinds of activities that can be done during the remaining class time.
14. Be enthusiastic--motivate your students. Be flexible and do not be afraid to change the pace.
15. Should you find yourself with a lesson plan you know nothing about, switch roles with the students. Have the students explain the lesson to you. It will be a valuable learning experience, if the students have to present their materials in a clear and meaningful way.
16. At the end of each period, leave the teacher a brief summary of what the class did.
17. Let the students know you enjoyed your day with them.
18. Leave the room in good order (desks straightened, paper neatly stacked, shades adjusted, etc...).
19. At the end of the day, proceed to the Main office to sign-out and let the staff know that you are leaving for the day. Substitute Reports are submitted to Mrs. Matthews, Office Manager in the Main Office.
20. If you would like to substitute often, avoid refusing jobs repeatedly. A school learns to depend on reliable substitutes.

Authority for Substitutes

1. A substitute teacher may be appointed for any teacher absent or for a vacancy for which no properly qualified person can be found for regular appointment.
2. A substitute teacher may be called for duty only by the administrative staff (or designee). Teachers who are to be absent may NOT make any arrangements for a

substitute unless previously approved by the administrative staff. Substitutes must be employed from the list provided by the school office.

3. Substitute teachers shall be paid the current per diem rate set by the Governing Board without regard to the length of time employed to fill any positions, except under the following condition:
 - If a substitute teacher is called to work in the place of a teacher as a long term substitute, compensation shall be at the daily rate of \$90.00.
 - A substitute must work twenty-one (21) consecutive days for the same teacher to be considered long term. Long term substitutes are not paid for days not worked.
 - If the work does not reach the twenty-first (21st) consecutive day, the rate remains \$80.00 per day.

Work Hours

Generally, faculty hours are 8:00 a.m. until 4:00 p.m. Monday through Friday. Administrators' hours are 8:00 a.m. until 4:00 p.m. Monday through Friday. The substitute teacher shall report to school at 8:00 a.m. and may leave school at 3:30 p.m. At any time, a substitute teacher is unable to report to work, he/she must notify **Ms. Veronica Kouassi, Assistant Director beginning at 6:00 a.m.** The substitute is required to continue calling until he or she actually speaks to the administrator. Please understand that leaving a message does not guarantee that the message has been received or that a contingency plan has been implemented. The substitute teacher must speak with the Assistant Director. If the primary Assistant Director is unavailable, the substitute should contact the next ARGS administrator.

Primary contact for all absences and substitute teacher cancellations:

Ms. Veronica A. Kouassi
Cell: (757) 535-1894
Office Ext. 110

Secondary contact when primary administrator is unavailable:

Mr. Larry Joyner
Home: (804) 458-8783
Cell: (804) 389-3008
Office Ext.108

If unable to contact Ms. Kouassi or Mr. Joyner, then the Executive Director should be contacted:

Dr. James M. Victory
Cell: (804) 586-6818
Office Ext. 109

Pay

A substitute teacher shall be paid at the rate of \$80.00 per day (7.5 hours), and \$40.00 per ½ day (3.75 hours). A long term substitute shall be compensation at the daily rate of \$90.00 per day (7.5 hours) and \$45.00 per ½ day (3.75 hours). A substitute must work twenty-one (21) consecutive days for the same teacher to be considered long term. Employees receive paychecks on the 15th and last working day of each month. If the 15th or last working day falls on a weekend or holiday, paychecks will be issued on the preceding workday. Paychecks for substitutes are directed deposited or mailed to the address on the tax forms one day prior to actual payday. If payday falls on a Monday, checks will be mailed on Monday.

Personal Appearance and Conduct

Substitute teachers are expected to be dressed appropriately and maintain a standard of conduct which will be worthy of emulation by the students. For example, men should wear shirt and tie or open collar shirt and slacks. Women should wear a dress, skirt and blouse, slacks and shirt. No shorts, flip flops or sandals.

Substitute Exclusion

The administrative staff is responsible for the educational program at ARGs. The administration may terminate a substitute's employment provided the Executive Director has determined the reason sufficient. Reasons such as repeatedly canceling jobs, no show, and frequently arriving late are a few examples of grounds for exclusion.

Neatness of the Classroom and School Premises

1. Substitute teachers shall be held responsible for the neatness of their rooms and the safety of the furniture and other equipment during the time they are in charge. They shall report all damages promptly to the administrative staff.
2. Substitute teachers shall assist in the inspection of the school premises when requested to do so by the administrative staff.

Absence during the Daily School Session

Substitute teachers shall not leave the school during the daily session except on school business or in a real personal emergency, and then only after arrangements have been made with the administrative staff.

Cell phone use

Substitute teachers shall not make or receive calls on his/her personal cell phone during the daily school session i.e. classroom, lunch room, courtyard or hallway. Silence your cell phone and keep it out of sight from 8 a.m. – 3:30 p.m. daily. A courtesy phone with local and long distance service is available for use in the Main Office. Students may not carry cell phones or paging devices on their person between 8:20 a.m. and 3:30 p.m. If a student's cell phones or paging devices is seen or heard during school session, it shall be confiscated and turned over to the administrative staff.

Pupil Attendance/ Dismissal of Pupils

No pupil who has begun a daily session shall be permitted to leave the school premises except with the permission of the administrative staff. Attendance must be taken in Powerschool within the first 10 minutes of each class and updated no later than the end of each block. The substitute teacher shall not send students off the school premises for any reason.

Discipline

1. The substitute teacher is required to be with the students assigned to him/her and be in place when the students assemble after lunch or when classes change.
2. The substitute teacher is expected to maintain acceptable conduct in the building and on the grounds.
3. Eating and drinking in the classroom while classes are in session is prohibited by either the substitute teacher or the students (exception: students may bring water to class with permission from teacher).

Corporal Punishment

Employees of the Appomattox Regional Governor's School for the Arts and Technology are prohibited from administering corporal punishment of any type to pupils. (Code of Virginia, Section 22.1-253.12(5); 22.1-280)

Grades

A student's grade is a personal matter between the student and teacher. A public announcement within the classroom concerning grades will not be permitted. The grading of homework, quizzes, tests and classroom papers will be done only by the teacher. At no time will a substitute teacher permit students to grade each other's papers.

Illness of Pupils

If a student is feeling ill, that student may be sent to the Clinic. Call the clinic prior to sending the students to alert the clinic staff. If the student continues to feel ill, the clinic staff may call their parent or guardian to pick up their student.

Alcohol and Drug-Free Workplace

ARGS provides guidelines for establishment of an alcohol and drug-free workplace. This regulation forbids the manufacturing, distribution, dispensing, possession and the use of any controlled substance as defined in the Drug Control Act of 1988.

Administrative Responsibilities

2015-2016

Dr. James M. Victory Executive Director	Ms. Veronica A. Kouassi Assistant Director	Mr. Larry T. Joyner Assistant Director
Alumni Relations Approval Audit Budget Conference Approvals Core Team Meetings Department Head Meetings Discipline Appeals DOE Evaluation Evaluation of Staff Field Trip Approvals Fundraising Instructional Programs Legal Concerns Master Schedule Monthly Newsletter NHS Appeals Partnerships PTSA Regional Governing Board Meetings Scholarships SOL Testing Steering Committee Meetings	Admissions & Adjudications – January Bell Schedules Clubs & Activities/Stipends Core Team Meetings Daily Announcements Discipline 9th – 10th Grades Employment: Interviews Employment: Job Announcements Evaluation of Staff Faculty Handbook Freshman Orientation – August Herff-Jones Instructional Programs Letters of Intent & Contracts – March/May Licensure & Certification Lifetouch Lunch Duty New Personnel Orientation - August Open House/Information Session (8 th Grade Students & Parents) – November Parent/Teacher Conference – November/February Personnel Paperwork Returning Students Orientation – August Shadow Day – March/April Special Education Staff Attendance Staff Development RGB/SC Photos – January Substitute Teachers Substitute Teacher Handbook	Athletics Building Operations Calendars Concussion Management Team Crisis Management Handbook Discipline 11th – 12th Grades Evaluation of Staff Lunch Duty Food Service Grants Instructional Programs Maintenance Safety/Health Security Student Handbook Technology Transportation Vending

Appomattox Regional Governor's School
For the Arts and Technology

SUBSTITUTE REPORT

Regular Teacher: _____ **Date:** _____

Substitute Teacher: _____

INSTRUCTIONS: Please submit this report to Ms. Kouassi in the Main Office prior to your departure. Thank you!

IF YOU HAVE RECEIVED THE FOLLOWING (Check):

Lesson Plans _____

Materials _____

Class Rolls _____

Fire Exit Plan _____

Seating Chart _____

Tornado Exit Plan _____

Relevant Textbooks _____

COMMENTS: _____

GENERAL PROCEDURE:

1. Report to the Main Office for substitute folder, and general information.
2. Attendance should be submitted within the first 10 to 15 minutes using Powerschool.
3. If you have any questions, check with the Department Head or Ms. Kouassi.
4. Please locate the fire exit plan and the tornado exit plan in the classroom.
5. Leave any notes or collected classwork for the teacher on the teacher's desk or in his/her mailbox.
6. Turn in **SUBSTITUTE REPORT** to Ms. Kouassi sign-out before leaving.

Appomattox Regional Governor's School
For the Arts and Technology

ABSENT TEACHER REPORT FOR SUBSTITUTE

Regular Teacher: _____ **Date:** _____

Leave Request Dates: _____

INSTRUCTIONS: Please submit this report to Ms. Kouassi in the Main Office prior to taking leave. Thank you!

PROVIDE THE FOLLOWING INFORMATION OR SPECIFY LOCATION:

<u>Action</u>	<u>Complete</u>	<u>Comments/Location</u>
Lesson Plans	Yes / No	_____
Class Rolls	Yes / No	_____
Seating Chart	Yes / No	_____
Relevant Textbooks	Yes / No	_____
Materials	Yes / No	_____
Fire Exit Plan	Yes / No	_____
Tornado Exit Plan	Yes / No	_____

GENERAL PROCEDURE:

1. Complete and submit this **ABSENT TEACHER REPORT FOR SUBSTITUTE** form, along with lesson plans, class/lunch schedule and general information to Ms. Kouassi.
2. Coordinate in advance with the Department Head to assist the substitute with questions.
3. Please identify in your lesson plans the location of the fire exit plan and the tornado exit plan in the classroom.
4. The substitute teacher should leave all notes and classwork for the teacher on the teacher's desk or in his/her mailbox.
5. The substitute teacher may turn-in a **SUBSTITUTE REPORT** to Ms. Kouassi before leaving.

Additional Documents & Forms

- A/B Friday Schedule
- Bell Schedules (regular and activity day)
- Classroom and Office phone numbers
- Club & Activity Meetings Schedule and Locations
- Disciplinary Referral Form
- A/B Day Lunch Schedules
- Medical/Incident Report

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