

Clayton County Public Schools Substitute Teacher's Handbook



Professional Learning Department

For assistance, please call or email:

Beverly Croy at Substitute Teacher Help Desk 678-479-2651
beverly.croy@clayton.k12.ga.us FAX 770-473-2757
Between the hours of 6:00 a.m. and 3:00 p.m. Monday through Friday

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CLAYTON COUNTY PUBLIC SCHOOLS **POLICIES AND PROCEDURES FOR SUBSTITUTE TEACHERS**

For Substitute Questions or Assistance, please call or email:

Beverly Croy at Substitute Teacher Help Desk 678-479-2651

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Between the hours of 6:00 a.m. and 3:00 p.m. Monday through Friday

Substitute teachers are essential to the success of the instructional program for Clayton County Public Schools. They are expected to fill in for the regular classroom teacher or paraprofessional during his/her absence. It is important that substitutes carry out all the duties assigned to them in order to facilitate the instructional process. They need to provide a safe, educationally productive environment in the classroom as well as to be committed professionals to contribute to our focus on children.

Substitute teachers must adapt to many schools, each with its own unique characteristics. The substitute is a temporary member of the school. As a substitute teacher, all relationships with administrators, teachers, staff, children and parents should be on a professional/confidential basis.

MAJOR RESPONSIBILITIES

- To maintain the safety of the students
- To continue the instructional program as described by the regular teacher or designee
- To perform the duties and responsibilities a principal may expect of a teacher

Failure to abide by the policies as set forth by the Clayton County Public Schools and not conducting yourself in a professional manner will constitute in immediate removal from the list of eligible substitute teachers.

BE PREPARED--- chances are you will be called in the morning. Be as ready as possible so that you can arrive on time. Dependable and prompt substitutes are in demand, and are repeatedly called to work.

LEARN AND FOLLOW SCHOOL RULES--- this includes arrival and departure times, parking locations, etc. You are part of the school for the length of your assignment and you will make a good impression if you make every effort to honor rules and regulations. Ask if there are any additional responsibilities that include hall duty, bus duty, monitoring in the cafeteria, or other activities.

FOLLOW THE LESSON PLAN---- the teacher should leave you lesson plans for the assignment. This should be followed to continue the learning process that is in place for the classroom.

ASK FOR HELP OR SUGGESTIONS--- The teacher next door or on the same grade level can give you ideas if you need more material or have questions.

GREAT RESOURCE: The Substitute Teaching Institute from Utah State University has helpful information for you to access to make everyone a better substitute. Please log on at <http://stedi.org>

PAY FOR SUBSTITUTE TEACHERS

WHEN YOU ARRIVE AT THE SCHOOL: Always sign in the time you arrive and sign out the time you leave the school. This verifies that you worked the assignment. Check with the office staff at the school to find out the specific procedure for that location.

KEEP A CALENDAR OF DAYS WORKED: We recommend that you keep a personal calendar of each assignment you have as a substitute teacher. Please note the school you worked at, the teacher or parapro you subbed for, and the confirmation number (this number is assigned to you by Absence Management with each job). You need to keep this information to verify that you are paid correctly at the end of the month. NOTE: Keep down if you subbed for a teacher or a parapro. You are paid for the position that you actually work, whether it is teacher or parapro. Keep a record if you are moved to a different assignment.

BOOKKEEPER: The Bookkeeper at each school is the person responsible for entering the pay for substitutes. If you are wondering if an assignment is going to be half day or full day or have any questions about your pay, the bookkeeper is the person to contact.

PAYROLL PROCEDURES: We are paid at the end of each month. The cut-off period for payroll is usually around the middle of the month. There is a payroll schedule included to inform you of the exact day for attendance cut-off each month. **The payroll department expects substitutes to:**

- 1) Check with the BOOKKEEPER at one of the schools that you subbed for the day after the payroll cut-off date to be sure you have been paid you for all the days you worked.
- 2) One Bookkeeper can access all the schools that have you in attendance for the pay period and can print you out a list of the schools that have paid you. NOTE: Some assignments may not appear on the print out due to being paid from specific funds (staff development, school reimbursement, etc). If a day does not appear in the attendance list, you will have to verify with the bookkeeper at that specific school that the pay has been submitted.
- 3) Substitutes should compare the printed list to the assignments in SubFinder and on your calendar.
- 4) If a day is missing, then contact that specific bookkeeper to help with the issue.

NOTE: Payroll will not be writing additional checks for errors on your monthly paycheck. Omitted days will be included on your next month's check.

DIRECT DEPOSIT OR MAIL: Payday is on the last working day of the month. We encourage you to set up **direct deposit** to eliminate delays in the U.S. mail delivering your check. It takes about **2 months** for Payroll to set up the Direct Deposit. Checks will be mailed until it is set up. This can only be set up on a **checking account**. Please complete a direct deposit application and attach a voided check. You can access the form online on the CCPS website. If you do not have checks, you will need to get a form from your bank to attach on our direct deposit application.

Turn the direct deposit form in at the end of orientation or **return the form to:**

Payroll Dept., 1058 Fifth Ave., Jonesboro, GA 30236

IF YOU CHOOSE NOT TO HAVE DIRECT DEPOSIT AND YOUR CHECK IS LOST IN THE U S MAIL, THEN IT WILL NOT BE VOIDED AND REPLACED UNTIL A WEEK AFTER PAYDAY.

NOTE: if you do not set up **Direct Deposit**, your checks will be mailed to you at the address you submitted on your profile sheet. Your address will appear in SubFinder online. This is the same address used for your checks or paystubs. Address changes should be submitted in writing to Beverly Croy at beverly.croy@clayton.k12.ga.us or by fax at 770-473-2757.

STOPPING DIRECT DEPOSIT OR CHANGING ACCOUNTS: This request must be submitted in writing to payroll. To stop direct deposit on your current account submit in writing your name, social security number, Bank's name, account number, the effective date to stop the deposit and include your signature. If you need to change accounts for the direct deposit, you will need to complete a new direct deposit application along with a voided check. Submit this to payroll.

QUESTIONS ABOUT YOUR PAYCHECK: If you have a problem with your paycheck, you will need to contact the **BOOKKEEPER** at one of the schools that you subbed during that pay period. **NOTE:** One bookkeeper at either school can see all the schools that have paid you for the pay period. Please have your personal calendar available with the information about your assignments whenever you call about the problem. Because of the volume of employees, occasionally an assignment may be overlooked in entering the information for payroll.

SAVE YOUR PAYSTUBS. These may be needed during the year to verify your pay if you apply for a loan or if an organization needs to know what you earned during a certain time period. If you lose the paystub and request a copy, there is a fee for this process.

HALF DAY OR FULL DAY: Your assignment can be either half-day or full day. When you work a half-day assignment, you will be paid half the amount you would for a full day. The half-day can be either morning or afternoon. The starting and ending hours for a full-day or half-day assignment may vary depending on the building schedules. It is the discretion of the school whether you are paid for half-day or full day, depending on the hours worked for the assignment. Check with the bookkeeper if you have a question about the pay for an assignment.

*****BE PROMPT:** We can't stress enough how important it is for you to be on time for your jobs. Each morning the school receives an e-mail report listing the employees who are absent and their assigned substitute. They are expecting you to show up at the assigned time for the assignment to begin. The students are there and someone must supervise them at all times. If you are running late for an assignment at a school or if you accept the job late and cannot make it by the start time of the assignment, please call the school to let them know your projected arrival time. If you cannot get anyone at the school, you can **call the Help Desk (678-479-2651)** and we will try to get a message to the school. The help desk is open 6:00 a.m. until 3:00 p.m. If you have an unexpected delay, please call the school to let them know. Being punctual will make everyone's job much easier so please make every effort to be on time.

NOTE: If you are late for an assignment, it is possible for the school to obtain another substitute for the assignment. This is more likely to occur if you have not contacted the school to make them aware of your situation and approximate time to expect you to arrive.

PART-TIME POSITION: Substitute teaching is a part-time position. Substitutes work on-call, as needed. There is no guaranteed employment with the school system for a certain period of time. Substitutes are needed to fill assignments during the school year. They are not needed during summer school. Substitute teachers do not receive benefits.

UNEMPLOYMENT: As a substitute, you can only expect jobs while school is in session. While on the sub list, you are still employed during school breaks. Substitute teachers are not eligible for unemployment.

Multi-day assignments: Remember, if you cannot report for one of the days during a multi-day assignment, you cannot cancel the assignment. You will need to notify the Substitute Teacher Contact at that school ASAP so they can request another substitute for the day you will be absent. If you cannot reach the school, contact the Help Desk at 678-479-2651 or beverly.croy@clayton.k12.ga.us

Half day assignments: Please do not accept 2 half-day assignments for the same day unless schools are very close in distance. It is impossible to end one assignment at 11:30 and begin another one at a different location at 11:30. They need you to be on time at both sites. PLEASE DO NOT ACCEPT ASSIGNMENTS THAT END THE SAME TIME THE OTHER ONE STARTS UNLESS IT IS THE SAME SCHOOL.

EMAILS: Please keep a current email address in your personal information in Absence Management Online. This is located on the address tab in that section. You will receive email notifications when you are prearranged in an assignment or if the assignment is canceled. The phone will continue to call you to notify of a cancellation as well. This also gives HR a way to notify when you when necessary.

RETIREEES: All retirees are eligible to work as daily or long-term subs in the classroom. TRS does not recognize the Media Center as a classroom therefore retirees CANNOT substitute for the Media Specialist. Please do not accept these assignments if you are called for one.

EXTRA SUB: Mistakes can happen to anyone from time to time. Occasionally mistakes or last minute cancellations happen. The school and/or Absence Management will try to contact you to notify you as soon as possible. If you arrive and are not needed at that school, contact the Help Desk to see if there is another school in need of a substitute. We will try to place you into another assignment. Sometime the substitute makes a mistake and goes on the wrong day of the assignment. Again contact the Help Desk to see if there is an available position at another location. If you should go to the wrong school by mistake, please contact the correct school ASAP to let them know what happened so they can know when to expect you.

SUBSTITUTES CANNOT WORK ANOTHER CLASSIFIED POSITION: While employed as a substitute you cannot be employed in another position in the county such as Campus Kids, Part-time Adult Ed, Lay Coach (during the season you are coaching).

ADMINISTERING MEDICATION: Medication should only be administered by the school nurse or other appropriate school personnel. It should not be administered by the Substitute. If medication is required for a student, please contact the school nurse or office staff.

PAYROLL SCHEDULE AND PROCEDURES

SUBSTITUTE TEACHERS AND SUBSTITUTE PARAPROFESSIONALS

- **IF THERE IS A QUESTION ABOUT THE PAY INCLUDING A LONG TERM ASSIGNMENT, SPEAK TO THE BOOKKEEPER AT THAT SCHOOL.**

After you are placed on the substitute list you can refer to the **payroll schedule** to indicate when the attendance cuts-off each month. You can obtain a copy of the payroll schedule at www.clayton.k12.ga.us from the home page. Select **Resources >For Staff > Find A Substitute** and select the link for **Absence Management Information**. This will direct you to a page with a link to the **payroll schedule**. If you work after the cutoff date, you will not be paid until the next month. For example, if you substitute on August 30, you will not be paid until the end of September. **Note on the check stub the "attendance ending" date.** Keeping a personal calendar of days worked for your own records is a **necessity**, especially if you work at more than one school. Paydays are the last working day of the month.

Daily Substitute if assignment is working for a Teacher

(All rates quoted are per day worked)

College Graduate (baccalaureate degree or higher) \$93.00 per day worked

Certified Teacher \$93.00 per day worked

Long-Term Substitute Teacher

Georgia Certified, in-field is preferred for these assignments. Certified in a related area would be the second option. If neither can be secured then a substitute with a degree in-field or a related area would be acceptable. **Must hold AT LEAST a Bachelor's Degree.**

An assignment is considered long-term if you **work 10 or more consecutive days for the same teacher. The pay for a long-term teacher assignment is increased because of the additional responsibilities and work involved in the assignment.**

Rank 1 - (valid Georgia teaching certificate) \$137.00 (days unlimited in-field)

Exception: If a Rank 1 sub works long term for Pre-K teacher the pay is \$120.00 per day worked

Rank 2 (expired GA teaching certificate) \$120.00 (up to 45 days) per day worked

Rank 3 (out of State teaching certificate, valid or expired) \$120.00 (up to 45 days) per day worked

Rank 4 (Bachelor Degree or higher without certification) \$120.00 (up to 45 days) per day worked

Paraprofessional and Pre-K Assistant Substitutes Daily and Long Term

All ranks are eligible for Paraprofessional and Pre-K Assistant assignments.

If the assignment is working for a Paraprofessional---All Ranks \$83.00 per day worked

If the assignment is working for a Pre K Teacher Assistant ---All Ranks \$73.00 per day worked

The pay remains the same in these 2 positions no matter how long the assignment last because there are not any extra duties or extra responsibilities involved in working these positions.

Half-day Assignments: If you work a half-day assignment, the pay will be half the amount that you would normally receive for a full-day assignment. **It is the discretion of the school whether you are paid for half-day or full-day, depending on the hours worked for the assignment.**

CLAYTON COUNTY PUBLIC SCHOOLS

2019- 2020 SCHOOL YEAR

PAYROLL PROCESSING CALENDARS ARE SUBJECT TO UPDATES FOR FY20

JULY							AUGUST							SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1 NW	2 NW	3 NW	4 NW	5 NW	6					1 A/O	2	3	1	2 NW	3 A/O	4	5	6	7
7	8 A/O	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13 P	14
14	15 P	16	17	18 A/O	19	20	11	12	13	14	15 P	16 A/O	17	15	16 A/O	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25 NW	26 NW	27 NW	28
28	29	30	31 P				25	26	27	28	29	30 P	31	29	30 P					
OCTOBER							NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1 A/O	2	3	4	5						1 A/O	2	1	2 A/O	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13 P/A/O	14
13	14	15 P	16 A/O	17	18	19	10	11	12	13	14	15 P/A/O	16	15	16	17	18	19 P	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23 NW	24 NW	25 NW	26 NW	27 NW	28
27	28	29	30	31 P			24	25 NW	26 NW	27 NW	28 NW	29 NW P	30	29	30 NW	31 NW				
JANUARY							FEBRUARY							MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1 NW	2 NW	3 NW	4							1	1	2 A/O	3	4	5	6	7
5	6 A/O	7	8	9	10	11	2	3 A/O	4	5	6	7	8	8	9	10	11	12	13 P	14
12	13	14	15 P	16 A/O	17	18	9	10	11	12	13	14 P	15	15	16 A/O	17	18	19	20	21
19	20 NW	21	22	23	24	25	16	17 NW	18 NW	19 A/O	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31 P		23	24	25	26	27	28 P	29	29	30	31 P				
APRIL							MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1 A/O	2	3	4						1 A/O	2		1 A/O	2	3	4	5	6
5	6 NW	7 NW	8 NW	9 NW	10 NW	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15 P	16 A/O	17	18	10	11	12	13	14	15 P	16	14	15 P	16 A/O	17	18	19	20
19	20	21	22	23	24	25	17	18 A/O	19	20	21	22	23	21	22	23 P	24	25	26 NW	27
26	27	28	29	30 P			24	25 NW	26	27	28	29 P	30	28	29 NW	30 NW				
							31													
A	ATTENDANCE CUT OFF						P	PAY DAY						*11/29/19 PAYDAY						
O	OPTION 10						NW	NON WORKDAY												

RANKING OF SUBSTITUTE TEACHERS

You will be ranked for substitute teaching according to the document for education that you turn into the Human Resources Office. Below is a list of the different ranks. The ranking is important for long-term assignments. **If you are interested in doing long-term assignments we must have documents showing either your teaching certificate or your college degree.**

1. Possession of a valid Georgia teacher certificate
2. Possession of expired Georgia teacher certificate
3. Possession of a valid or expired out-of-state teaching certificate
4. Completion of a baccalaureate degree or higher

The Georgia Board of Education has established a priority order of qualifications for substitute teachers in Grades K-12. They are:

1. Possession of a valid Georgia teacher certificate
2. Possession of an expired Georgia teacher certificate
3. Possession of a valid or expired out of state teaching certificate
4. Completion of a baccalaureate degree or higher
5. Completion of four years of postsecondary training beyond a high school diploma
 - Sa. Completion of at least three years of postsecondary training beyond a high school diploma*
 - Sb. Completion of at least two years of postsecondary training beyond a high school diploma*

Upon completion and passing of a fingerprint background check and attended sub orientation, your name will be placed on a comprehensive computer list. This list is compiled and disseminated to the schools. Your name, rank and grade preference are included on the list. Schools may be added at a later time by contacting Absence Management Help Desk or completing a new profile sheet and returning it to the Human Resources Office. Should you have a change phone#, address or job status, etc. please notify the Human Resources Office at beverly.croy@clayton.k12.ga.us or Fax: 770-473-2757. You will also need to register on the Absence Management System.

Application Update

In May, if your name has appeared on our Substitute Teacher List and you have subbed at least 3 days the last semester, you will receive a letter of intent for the next school year. Failure to respond to the letter removes your name from the active list and makes you ineligible to substitute.

REQUIREMENTS FOR REMAINING ON THE SUBSTITUTE LIST

- A. Three days per semester** Clayton County does require you to sub at least **three full days or six half days per semester** in order to stay on the list. If this requirement is not met, your name will automatically be removed from the substitute list. To have your name reinstated on the list you would need to apply to the job posting for Substitute Teachers and update your online application. Your file will be reviewed and if you are selected to be reinstated, we will contact you. You would also have to complete a new fingerprinting/background check if it has been more than 100 days since you were on the payroll. **NOTE:** If you cannot meet this 3 day requirement, please contact Beverly Croy **DURING** the semester.
- B. End of the school year** You will be sent a letter of intent in May if you have completed the above requirements for the school year. You will need to return the letter to the Human Resources Office by the specified date indicating your intent to work as a substitute teacher for the next school year. Failure to return this letter will result in your name being removed from the list.

LONG-TERM ASSIGNMENTS

Each year, we have needs for qualified substitutes to fill vacancies for extended leaves of absence due to maternity leave, military leave, illness, injury, resignations, or other approved reasons. These positions provide more stability in the daily assignment, but also require more time out of class for planning and grading than a typical daily substitute would encounter. The experience provides an excellent chance for the substitute to demonstrate their teaching skills over a period of time.

It is considered long-term if the substitute **WORKS 10 or more consecutive school days for the same teacher.** There cannot be a break in this 10 day period. The Principal or AP prearranges these assignments. In order to be eligible to obtain a long-term assignment you must have earned a Bachelor's degree or higher from an accredited institution.

Certificates, transcripts or copies of degrees must be on file at Human Resources in your Substitute application in order to qualify.

The preferences for substitutes in a long term assignment are as follows:

- 1st Georgia Certified teacher whose certificate is in-field for that classroom.
- 2nd Georgia Certified teacher whose certificate is in a related area for that classroom.
- 3rd Out of State Certificate in-field or related area for that classroom.
- 4th Bachelor's Degree or higher In-Field or a related area for that classroom.
- 5th Active substitute on the list with a Bachelor Degree or higher.

Once you are on the Substitute list for Clayton County Public Schools, if you are interested in long-term assignments, you will need to notify the Principals and AP's at the schools so they can consider you if a long-term assignment comes available.

Due to the variation in length of leaves, reasons for the leave, and the time of year, the responsibilities may vary from one position to another. In some cases, the substitute may be responsible for figuring and assigning grades, participating in parent-teacher conferences, assisting with enrollment, or other tasks that would have been part of the regular teacher's assignment. The responsibilities for each position are to be discussed with the Principal to prevent misunderstandings and unmet expectations during the substitute assignment.

If you have a PERMANENT change of address or phone number, please contact Beverly Croy at Human Resources beverly.croy@clayton.k12.ga.us. We need this information updated in the Payroll computer as well as the SubFinder.

Occasionally there will be technical problems with the system. If the phone is not working, try the web or vice versa. Usually (unless there is a power outage) if one of them has a technical problem, the other source will remain operating properly. We will get them both operating ASAP whenever a problem arises.

Sub for a Sub: If you working in a long term assignment OR if you are in a multi-day assignment and need to be absent one of the days, you will need to notify the Substitute Teacher contact at that school ASAP so they can submit for another substitute for the day you will be absent. If you cannot reach the school, contact the Substitute Teacher Help Desk at 678-479-2651 or beverly.croy@clayton.k12.ga.us

Itinerant Schedules: Occasionally an employee may work at more than one location. You will be informed of this through the itinerant schedule and special instructions. Please always check this information if you hear/see it offered in an assignment so you know the appropriate school to report to for the assignment.

Sub Notes: You can access the job online after you have completed the assignment and leave the teacher/parapro specific notes about the class or the assignment. The employee will be sent an email to let them know this information has been added.

Be careful which button you select when you are called or online. Routinely check your assignments to make sure you do not forget an assignment or have not accidentally accepted a job you did not intend to take.

ABSENCE MANAGEMENT

Absence Management's Phone Number: 1-800-942-3767

Absence Management's Website: [Absence Management Online](#)

(ID and Pin# will be emailed to you once you are processed by both CCPS and Absence Management)

SUBSTITUTE CODE OF CONDUCT

Time for the Schools and the Substitutes

Teacher/Parapro Hours	School/Location	Substitute Hours	Half day Threshold
7:15 AM to 3:15 PM	Elementary Schools	7:30 AM to 2:30 PM	11:00 AM
8:15 AM to 4:15 PM	Middle Schools	8:45 AM to 3:45 PM	12:15 PM
7:45 a.m. to 3:45 p.m.	High Schools	8:15 AM to 3:15 PM	11:45 AM

NOTE: These hours may vary between locations depending on the schedule the Principal has set for the staff.

The school will expect you to follow the hours set for the substitutes. Absence Management will tell you the hours you are to work for each assignment. If you have questions about what is expected from you at a specific school, speak with the Principal, AP or office personnel. Permission to leave early from an assignment should only be given by the Principal or AP at that school.

NEW HOURS FOR SUBSTITUTES

DAILY Substitute Hours are limited to 7 hour days for up to

16 days per calendar month (112 hours)

Example: August 1 until Aug 31 sub can work any 16 school days, September 1 until September 30 sub can work any 16 school days, etc.

Half Day hours for substitutes are 3.5 hours.

Substitute hours are measured through their assignments in the Absence Management system. It is the subs responsibility not to exceed 16 school days per calendar month. Please be aware of any future days scheduled for the month when agreeing to prearranged assignments.

TRS retirees are exempt from the limited hours and can work unlimited days whether working daily or long term assignments.

Long-term assignments (10 or more consecutive days) are exempt from the limited days per calendar month. You will work the regular staff hours (8 hr) days. These assignments will have to be entered in the Absence Management system by the office staff at the school or Beverly Croy at the help desk

beverly.croy@clayton.k12.ga.us

NOTE: The hours in the Absence Management system default to the substitute daily hours but it is to be understood that you work the regular staff (8 hr) day when doing long term assignments.

An assignment MUST be in Absence Management whenever a sub is working. This must be entered before the sub comes in to work in order to determine the sub has not reached the limit of hours to work for that month. (16 days per calendar month)

Report to the school office twenty to thirty minutes prior to the beginning of school whenever possible. Determine the school's policy for signing in and out, and make sure you complete the required information.

If you are unable to work your assignment or arrive on time, notify the principal/school as early as possible. If you cannot contact the school directly, call the Help Desk @ 678-479-2651.

You are paid on the basis of working a full day, including lunch or a half day. Your responsibilities include any that the principal may expect of a teacher. Check your teacher's schedule or the school office to find out the other duties and responsibilities that you may have in addition to meeting a teacher's classes.

Never leave the school during the day without notifying an administrator.

Procedures at each school When you commit to an assignment, you will be working for the Principal at that location. Each Principal has their own procedures for the staff to follow at that location. Sign-in and Sign-out procedures, bus duty, hall duty, etc. will vary from school to school. Please learn the correct procedures for that specific location from the office personnel. If you have questions or concerns about a procedure or a problem that arises during an assignment, please address this with the Principal, AP or office staff at that location.

Ask the principal for a copy of the school's student and/or teacher handbook. Schools have compiled these booklets pertaining specifically to their school. The student handbook can be found online.

Ask the principal if his/her school provides a substitute manual. Some schools have designed a manual in which each teacher has a copy of class rolls, seating charts, and other procedural information available for the substitute teacher. Another system that schools may have for emergency situations is an emergency lesson plan folder found with either the department head or grade level chairman.

Check the teacher's mailbox for notices that require immediate attention. Listen carefully to announcements and distribute material to be sent home with students. At the end of the day, place memos or other mail found in the teacher's mailbox back in the box or in a place where the teacher can find them.

UNDER 21 YEARS OLD: Clayton County Public Schools does not allow anyone under 21 years of age to substitute at the high school level. It is generally better if you are young or look young that you start substitute teaching in the elementary schools. Then you can progress to the middle schools after you have received some experience.

Lunch Time Substitute teachers are entitled to a 30-minute lunch if they are on a full-day assignment. This may be with the class, depending on the assignment. They **should not** leave school for lunch.

Do not leave an assignment early You are to work the hours listed in the SubFinder for that specific assignment. **If you cannot work those hours, please do not accept the assignment.** You must obtain permission from the Principal or AP before leaving early from an assignment. Should an emergency or conflict occur requiring you to leave prior to the end of the assignment, **please contact the office before leaving the classroom.** The class should be supervised **at all times**. Always sign in and out at the school. **If a teacher should return to the classroom before the assignment ends, you should report to the office for further instructions for the day.** Substitutes are paid either half day or full day.

BE FLEXIBLE: You will be working for the school for each assignment. They may need you to work in a different classroom than originally assigned. Please be aware that the substitute teaching assignment may change if other needs arise in the building. Occasionally, you may rotate from class to class while the teachers are having staff development meetings. There may be times the school may have you work in the media center or in the office. They may need for you to cover another class during the planning time in your schedule. **YOU ARE PAID FOR THE POSITION THAT YOU ACTUALLY WORK, WHETHER IT IS TEACHER OR PARAPRO.** As a substitute, you are expected to work where the school needs you to work that day.

Inclement weather During inclement weather, please listen to the news reports on T.V. and/or radio. **If schools are closed,** assigned substitutes **are not** to report to school. Assigned substitutes will not be paid. WSB-AM & WSB-TV are the official stations for CCPS.

STAFF DRESS CODE

Dress appropriately. Authority is communicated through dress. The manner in which you dress is a contributing factor in setting the proper tone for the day. Keep in mind that children will react to the model you present. More formal dress will usually help establish a mood of respect and discipline among children. Jeans are allowed dress for teachers only on days designated by the principal.

1. Any employee whose attire or dress is not professional in the opinion of the building administrator shall be directed to conform to this policy. An employee, who is inappropriately dressed, in the opinion of the principal/supervisor, may be sent home and required to return to work in acceptable attire. The employee shall not be paid for time away from work.
2. **Appropriate dress includes, but is not limited to:**
 - Business suits/coordinated pants suits
 - Collared shirts with and without ties
 - Skirts
 - Dresses
 - Slacks
 - Sweaters, blouses, knit tops, jackets
 - Coordinated dress shorts ensemble with appropriate shoes and hosiery
 - Sweatshirts and tee shirts with school-related insignia
 - Appropriate shoes
 - Attire in accordance with the environmental requirements for specific job assignments
3. To ensure that employees are professionally attired, **the following are considered unacceptable:**
 - Shorts
 - Jeans, including overalls, of any color (acceptable only for special projects or activities or related to specific job assignments)
 - Hats/head wraps
 - Immodest dress such as dress which is too short (more than three inches above the knees) or tight or otherwise revealing
 - Oversized tee shirts and undershirts
 - Leggings/spandex
 - Tank tops
 - See-through clothing
 - Sundress without a jacket
 - Clothing that exposes the midriff
 - Extremely low cut dresses and blouses
 - Exercise sweat suit
 - Flip-Flops
 - Other attire as deemed inappropriate by the building administrator
4. In enacting this dress code policy, the Clayton County Public Schools recognizes that there are occasions when individuals may need to wear specific garb due to medical reasons or as a part of a bona fide personal religious practice. When such is the case, the employee should provide documentation to his or her supervisor of the medical necessity or the bona fide personal religious practice that gives rise to the need for deviation from this dress code policy.
5. **In dressing for a PE class as a substitute, you still need to dress appropriately to cover another class if you are asked to do so by the office personnel.**

PLANNING TIMES

On occasion there may be a “planning time” in your schedule. This is a scheduled slot of time the teacher may use to make lesson plans, meet with other teachers in their department to plan, or schedule conferences with parents. **The substitute teacher is not entitled to this planning time since on a daily assignment the sub would not have these types of activities to plan.** In long-term assignments, you may have these types of activities to plan but you still may be needed to cover other classes. **THIS IS NOT A FREE TIME TO RUN ERRANDS OR LEAVE THE SCHOOL.** When your teacher’s schedule shows a planning time, the office may need to use you to cover another classroom during that scheduled time. Sometimes a substitute cannot be secured to cover a classroom for the day, so teachers and other substitutes are asked to cover the class during their planning time. Please work with the office when you are asked to help out during this time. **This applies to both long term and daily assignments.** The “planning time” is important in helping the teachers accomplish their jobs, but on occasion, substitutes and/or other teachers may be needed to help cover another area of the school when difficulties arise. **You are paid to work for the full day or half-day, not by the number of classes you teach.**

Use of Non-approved Materials

VIDEO/DVD: The school must approve any video or DVD that is shown to the class. This must also be a part of the lesson plan. Please do not bring any from home to show. Do NOT show any that a student brings to the class.

Books, or other non-approved materials should not be used in the classroom. The approval of the principal must be secured before using any of these materials.

Collecting Money

Occasionally during the year you may be called upon to collect money from students. This may be in connection with the sale of pictures, the rental of equipment, or the sale of fundraising products.

You should always count money and write receipts accurately. Follow the guidelines left by the absent teacher. Ask the department head or a neighboring teacher for guidance if you are not sure of procedures. If in doubt, turn the money in to the school bookkeeper.

Cell Phones

Cell phones **should not** be used during class time. This time should be used for instruction for the students and they should be given your full attention. Do not exchange phone numbers or email addresses with students. Do not communicate with them on Facebook or other social networks. Do not take pictures of the students.

All members of the education team must have high standards of personal conduct and professionalism. Because we are role models for young people, our actions and attitudes must be exemplary.

Clayton County students represent a wide variety of ethnic groups and religions. The best substitutes are careful not to make insensitive remarks concerning the customs, practices, or beliefs of diverse cultural groups. Comments or discussions concerning controversial issues such as politics, religious values, and social issues should be avoided.

The best substitute teachers carry only positive things from one school to another. They avoid making unfair comparisons between schools. They never repeat gossip about students, teachers, or staff members. They emphasize the positive activities taking place in the schools as they communicate with members in the community.

Be careful about leaving notes to the absent teacher about student behavior. Be as specific as possible in your notes/remarks concerning student behavior. Whatever you leave the teacher ought to be aimed at helping her meet the needs of her students. Notes should never show anger and frustration.

Computers Computers are in the classrooms for instructional use only. The Substitute Teacher **should not** be using the school computers for personal matters. You are in the assignment to provide instruction to the students and to make it a meaningful day. Personal matters should be taken care of after the assignment. **Do not bring your personal laptops for the assignment.** If you have personal work that needs to be done, do not accept an assignment for that day.

FORMS AND LETTERS: If you have a form to be completed for an organization, you will need to leave the form at the Human Resources Office. We need to be given **at least 48 hours** to complete the form or to generate a letter for you.

SIGN LANGUAGE INTERPRETER: If you are proficient in sign language, we have a need for this skill as a substitute. The schools that have these types of employees are Suder Elementary, Mundy's Mill Middle, and Jonesboro High. Substitutes in this position follow the same policies as the other substitutes. They may be needed to cover other classes during planning periods. If they are working long-term assignments, the long-term pay covers any extra duties or meetings that may occur during the assignment.

Dependability

The absence of a teacher can cause some problems for the school. When the substitute teacher responds enthusiastically when called, arrives early prepared to begin the day, and carries out the lesson plans, these problems can be eliminated.

Problems are made worse when the substitute is late or does not follow school policies and the lesson plans. No principal likes to be told, "I just can't come in for that teacher" or "I don't like to substitute in that subject area." It's important to remain flexible. Occasionally assignment changes become necessary during the day due to unforeseen circumstances.

Following Policies

Since you stand in the place of the absent teacher, you should be conscientious in supporting the policies of that teacher and the school as a whole. Not all educators agree on all issues. But, to selectively support the policies we like, while disregarding those we don't like, would cause confusion and disorder.

The best substitutes learn the policies of the system, the school, and the absent teacher. They try to support policies consistently.

Finally, be a team member. Principals highly value the regular staff members and substitutes who are willing to pitch-in and help when problems arise. Such persons are considered assets to the school.

Use of Tobacco

Clayton County Board of Education policy prohibits the use of tobacco on any property belonging to the school district.

Minute of Silent Reflection

Georgia law requires that a minute of silent reflection be observed in each public school classroom in the state. In most schools, a school wide announcement is made each morning concerning the observation of a moment of reflection/silence. If a substitute teacher has a question concerning this activity, an administrator should be consulted.

REPORTING SUSPECTED CHILD ABUSE

If a substitute teacher has a reasonable cause to suspect that a student has been the victim of child abuse, the law requires that this be reported to a school administrator.

Leaving Students Unattended

Under no circumstances should a substitute teacher leave a student(s) unattended in a classroom or any other school property. If, for some reason, you must leave, the assistance of a paraprofessional, teacher, or administrator should be secured.

SEXUAL HARASSMENT

Sexual harassment is unlawful under federal law, is specifically prohibited by the Board of Education, and will not be tolerated.

Examples of prohibited conduct include, but are not limited to, offensive or unwelcomed intentional touching of intimate body areas; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her physical attributes; the display of sexually suggestive objects, pictures, cards or letters, lewd or suggestive comments or gestures, off-color language or jokes of a sexual nature.

Substitutes must maintain an appropriate teacher-student relationship. Students should look up to, and respect the teacher. Never should this relationship be weakened by too close a personal contact with students. Substitutes should avoid any type of physical contact with students (nudging, touching, etc.). After school association with students is prohibited unless an activity is conducted in conjunction with another teacher.

EMERGENCY INFORMATION

Accidents If an accident occurs to a student or to yourself during your assignment, please report this to the office so proper procedure can be followed.

Student illness or Injury

If a student becomes ill or is injured, notify the principal at once by sending a student or notifying another teacher. Students should never be left unattended by the substitute teacher under any circumstances. Protect other students from injury.

As time permits, write a brief description of what happened. This will give the principal and teacher a record of events to refer to in your absence.

Personal Illness or Injury

If you become ill or are injured, notify the principal at once.

Intruders

All visitors to Clayton County schools are required to report to the office before going anywhere in the building and should be provided with a visitor's badge. If you see people in the building who appear to be intruders, report it to the principal. When in doubt, it is better to ask another teacher or to notify the principal than to let an intruder go unnoticed.

The safety of students is our first responsibility.

Fire and Tornado Drills Procedure

All classrooms should have fire and tornado drill charts posted near the classroom door. The class will report to a designated location if there is a drill or an emergency. Be sure to become familiar with both emergency procedures.

Summer: CCPS does not use substitute teachers during the summer. If you need a letter concerning not working during the summer, you will need to submit some type of document from the organization that is requesting the letter. Please allow 48 hours for the letter to be completed.

Transportation: If you do not have a car, please make sure the school is going to need you for the assignment before your ride leaves you at the school.

Picture I.D. All substitutes will be required to show a picture I.D. to the office staff of each school when you report for an assignment. This requirement will only be necessary until the office staff has become familiar with you as a substitute. Please have your picture I.D. with you when you report for an assignment as a means for the office staff to verify that you are on the Substitute List.

Exclusions If you fail to follow policies or do not conduct yourself professionally during an assignment, the school can request for Human Resources to not allow you to return to their school. The decision to remove you from the substitute list is the responsibility of one of the Directors of Human Resources.

Job Cancellation Deadline for Substitutes

No later than one hour prior to the scheduled start of the job. If canceled the day of the job, let it be only in emergency situations.

ALSO CALL THE SCHOOL IF YOU CANCEL THE SAME DAY OF THE ASSIGNMENT. If you cannot reach the school call the Help Desk @ 678-479-2651

When you cancel a job, ALWAYS check your "Current Assignments" in Absence Management either online or on the phone, to make sure it has been removed from your list. If you still hear/see the assignment, then you did not cancel it correctly. Contact the help desk for problems.

EARLY RELEASE DAY SCHEDULE

On some Wednesday's an Early Release schedule will be followed for the students. These days will be for the staff to participate in Professional Learning. Substitute Teachers are expected to remain at the schools and work the regular staff hours. Refer to the school calendar for the specific dates for this schedule. Substitutes should report to the office at the school for instructions. The school may have the substitute assist in the office, work in the media center, assist with students, or attend training meetings that occur at the school site. Absence Management will tell you the hours for your assignment as usual.

ABIDE BY POLICIES

Failure to abide by the policies as set forth by CCPS and not conducting yourself in a professional manner will constitute immediate removal from the district's substitute teacher list. These policies are listed in this handbook along with the Code of Ethics for Educators.

CODE OF ETHICS

- **Standard 1 Legal Compliance:** An educator shall abide by federal, state, and local laws and statutes.
- **Standard 2** An educator shall always maintain a professional relationship with all students, both in and outside the classroom.
- **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.
- **Standard 4 Honesty:** An educator shall exemplify honesty and integrity in the course of professional practice.
- **Standard 5 Public Funds & Property:** An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility.
- **Standard 6 Remunerative Conduct:** An educator shall maintain integrity with students, colleagues, parents, patrons or businesses when accepting gifts, gratuities, favors and additional compensation.
- **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.
- **Standard 8 Abandonment of Contract:** An educator shall fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract.
- **Standard 9 Required Reports:** An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse, or any other required report.
- **Standard 10 Professional Conduct:** An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession.
- **Standard 11 Testing:** An educator shall administer state mandated assessments fairly and ethically.

July 2019August 2019September 2019October 2019November 2019December 2019January 2020February 2020March 2020April 2020May 2020June 2020

CONCLUSIONS

- Departments:

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- This map illustrates the school districts in the Jonesboro, Georgia area, including Forest Park, Morrow, Lake City, Riverdale, Lake Spivey, and Lovejoy. The map uses colored circles to denote different types of schools: green for elementary schools, pink for middle schools, orange for high schools, blue for central offices/special schools, and dark blue for combination schools. Major transportation routes are shown, including Interstate Highways (thick black lines with shields) and State Highways (thin black lines with shields). A legend in the bottom right corner provides the key for the symbols used. A scale bar at the bottom indicates distances in miles, ranging from 0 to 5. A north arrow is also present on the right side of the map.
- Legend:**
- Elementary Schools (Green circle)
 - Middle Schools (Pink circle)
 - High Schools (Orange circle)
 - Central Offices/Special Schools (Blue circle)
 - Combination Schools (Dark blue circle)
 - U.S. Highways (Thin black line with shield)
 - Interstate Highways (Thick black line with shield)
 - State Highways (Thin black line with circle)
- Scale:** 0 to 5 Miles

Elementary Schools

Anderson Elementary (101)

4199 Old Rockcut Road
Conley, GA 30288
770-473-3269
770-473-3272 - fax

Arnold Elementary (102)

216 Stockbridge Road
Jonesboro, GA 30236
770-473-2800
770-473-5057 - fax

Brown Elementary (104)

9771 Poston Road
Jonesboro, GA 30238
770-473-2785
770-603-5799 - fax

Callaway Elementary (133)

120 Oriole Drive
Jonesboro, GA 30238
678-479-2600
678-479-2613 - fax

Church Street Elementary (105)

7013 Church Street
Riverdale, GA 30274
770-994-4000
770-994-4469 - fax

East Clayton Elementary (106)

3674 Steele Road
Ellenwood, GA 30294
678-827-7927
- fax

Edmonds Elementary (107)

4495 Simpson Road
Forest Park, GA 30297
678-827-7932
- fax

Fountain Elementary (103)

5215 West Street
Forest Park, GA 30297
770-472-2462
- fax

Harper Elementary (134)

93 Valley Hill Road, S.W.
Riverdale, GA 30274
678-479-2654
678-479-2673 - fax

Hawthorne Elementary (131)

10750 English Road
Hampton, GA 30228
770-472-7669
770-472-7663 - fax

Haynie Elementary (108)

1169 Morrow Road
Morrow, GA 30260
770-968-2905
770-968-2904 - fax

Huie Elementary (110)

1260 Rockcut Road
Forest Park, GA 30297
678-827-7937
678-827-7938 - fax

Jackson Elementary (136)

7711 Mt. Zion Blvd.
Jonesboro, GA 30236
678-610-4401
678-610-4422 – fax

Kay Pace School of Arts (141)

1821 Walt Stephens Road
Lake Spivey, GA 30236
678-479-0101

Kemp Elementary (127)

10990 Folsom Road
Hampton, GA 30228
770-473-2870
770-473-5058 – fax

Kemp Primary (138)

1090 McDonough Road
Hampton, GA 30228
678-610-4300
- fax

Kilpatrick Elementary (111)

7534 Tara Road
Jonesboro, GA 30236
770-473-2790
770-603-5198 - fax

King Elementary (135)

5745 West Lee's Mill Road
College Park, GA 30349
770-991-4651
770-991-4679 - fax

Lake City Elementary (112)

5354 Phillips Drive
Lake City, GA 30260
770-473-3229
- fax

Lake Ridge Elementary (130)

7900 Lake Ridge Circle
Riverdale, GA 30296
770-907-5170
770-907-5185 - fax

Lee Street Elementary (114)

178 Lee Street
Jonesboro, GA 30236
770-473-2815
770-603-5771 - fax

Marshall Elementary (137)

5885 Maddox Road
Morrow, GA 30260
678-827-7942
- fax

McGarrah Elementary (113)

2201 Lake Harbin Road
Morrow, GA 30260
770-968-2910
770-968-2920 - fax

Morrow Elementary (115)

6115 Reynolds Road
Morrow, GA 30260
770-968-2900
770-968-2903 – fax

Mt. Zion Elementary (116)

2984 Mt. Zion Road
Jonesboro, GA 30236
770-968-2935
770-968-2939 - fax

Mt. Zion Primary (139)

2920 Mt. Zion Road
Jonesboro, GA 30236
770-472-2828
770-472-2832 - fax

Northcutt Elementary (119)

5451 West Fayetteville Road
College Park, GA 30349
770-994-4020
770-994-4479 - fax

Oliver Elementary (120)

1725 Cheryl Leigh Drive
Riverdale, GA 30296
770-994-4010
770-994-4014 - fax

Pointe South Elementary (126)

8482 Thomas Road
Riverdale, GA 30274
770-473-2900
770-603-5774 - fax

Riverdale Elementary (121)

6253 Garden Walk Blvd.
Riverdale, GA 30274
770-994-4015
770-994-4018 - fax

River's Edge Elementary (129)

205 North Bridge Road
Fayetteville, GA 30215
770-460-2340
770-460-2343 – fax

Smith Elementary (132)

6340 Highway 42 South
Rex, GA 30273
770-960-5750
770-960-5764 - fax

Suder Elementary (122)

1400 Jodeco Road
Jonesboro, GA 30236
770-473-2820
770-603-5197 - fax

Swint Elementary (123)

500 Highway 138
Jonesboro, GA 30238
770-473-2780
770-603-5778 - fax

Tara Elementary (124)

937 Mt. Zion Road
Morrow, GA 30260
770-968-2916
770-968-2919 - fax

Unidos Dual Language (198)

4475 Hendrix Drive
Forest Park, GA 30297
678-827-7947

West Clayton Elementary (125)

5580 Riverdale Road
College Park, GA 30349
770-994-4005
770-994-4009 - fax

White K-5 Academy (140)

11808 Panhandle Road
Hampton, GA 30228
770-472-2850
770-472-2851-fax

Middle Schools

Adamson Middle (019)

3187 Rex Road
Rex, GA 30273
770-968-2925
770-968-2949 - fax

Babb Middle (011)

5500 Reynolds Road
Forest Park, GA 30297
770-473-3248
770-473-3252 - fax

Forest Park Middle (012)

930 Finley Drive
Forest Park, GA 30297
770-472-2817
770-472-2833 - fax

Jonesboro Middle (014)

1308 Arnold Street
Jonesboro, GA 30236
678-610-4331
678-610-4347 - fax

Kendrick Middle (024)

7971 Kendrick Road
Jonesboro, GA 30238
770-472-8400
770-472-8413 - fax

Lovejoy Middle (021)

1588 Lovejoy Road
Lovejoy, GA 30250
770-473-2933
770-603-5777 - fax

Morrow Middle (015)

5934 Trammel Road
Morrow, GA 30260
770-210-4001
770-210-4002 - fax

Mundy's Mill Middle (016)

1251 Mundy's Mill Road
Jonesboro, GA 30238
770-473-2880
770-603-5779 - fax

North Clayton Middle (017)

5517 W. Fayetteville Road
College Park, GA 30349
770-994-4025
770-994-4028 - fax

Pointe South Middle (020)

8495 Thomas Road
Jonesboro, GA 30238
770-473-2890
770-477-4603 - fax

Rex Mill Middle (029)

6380 Evans Drive
Rex, GA 30273
770-474-0702
770-474-5812 - fax

Riverdale Middle (018)

400 Roberts Drive
Riverdale, GA 30274
770-994-4045
770-994-4467 - fax

Roberts Middle (025)

1905 Walt Stephens Road
Jonesboro, GA 30236
678-479-0100
678-479-0114 – fax

Sequoyah Middle (028)

95 Valley Hill Road
Riverdale, GA 30274
770-515-7524
770-515-7540 – fax

White 6-8 Academy (031)

11808 Panhandle Road
Hampton, GA 30228
770-472-2850
770-472-2851-fax

High Schools

Drew High School (315)

6237 Garden Walk Blvd.
Riverdale, GA 30274
770-472-2820
770-472-2825 - fax

Elite Scholars Academy (099)

7923 Fielder Road
Jonesboro, GA 30236
770-472-2823
770-472-2837- fax

Forest Park High (001)

5452 Phillips Drive
Forest Park, GA 30297
770-473-2775
770-473-3228 - fax

Jonesboro High (002)

7728 Mt. Zion Boulevard
Jonesboro, GA 30236
770-473-2855
770-603-5177 – fax

Lovejoy High (006)

1587 McDonough Road
Hampton, GA 30228
770-473-2920
770-473-2928 - fax

Morrow High (003)

2299 Old Rex Morrow Road
Morrow, GA 30260
770-473-3241
770-473-3244 - fax

Mt. Zion High (007)

2535 Mt. Zion Parkway
Jonesboro, GA 30236
770-473-2940
770-473-2784 - fax

Mundy's Mill High (311)

9652 Fayetteville Road
Jonesboro, GA 30238
678-817-3000
678-817-3007 - fax

North Clayton High (004)

1525 Norman Drive
College Park, GA 30349
770-994-4035
770-994-4038 - fax

Open Campus High (312)

137 Spring Street
Jonesboro, GA 30236
770-515-7601
770-515-7689 - fax

Riverdale High (005)

160 Roberts Drive
Riverdale, GA 30274
770-473-2905
770-473-2913 – fax

Stilwell School of the Arts (316)

2580 Mt. Zion Pkwy.
Jonesboro, GA 30236
770-472-2838
770-472-2839 - fax

Psychological Ed. Program

South Metro/Ash Street (920)

5277 Ash Street
Forest Park, GA 30297
770-472-2860
770-472-2858 - fax

Other Locations

Maintenance (760)

218 Stockbridge Road
Jonesboro, GA 30236
770-473-2825
770-473-2848 - fax

Nutrition Services (743)

218 Stockbridge Road
Jonesboro, GA 30236
678-479-0171
678-479-0181 - fax

Performing Arts Center (750)

2530 Mt. Zion Parkway
Jonesboro, GA 30236
770-473-2875
678-610-4347 (Dr. Lloyd)
770-473-2877 - fax

Perry Learning Center (312-313)

137 Spring Street
Jonesboro, GA 30236
770-515-7601
770-515-7689 - fax
770-515-7610 - Adult Ed.

Professional Development (730)

1087 Battle Creek Road
Jonesboro, GA 30236
770-473-2795
770-472-8470 - fax

Tara Stadium (780)

155 Battle Creek Road
Jonesboro, GA 30236
770-473-2845
770-473-2916 - fax

Technology (720)

1380 Arnold Street
Jonesboro, GA 30236
770-473-2772
770-473-6175 - fax

Transportation (770)

7860 North McDonough Street
Jonesboro, Georgia 30236
770-473-2835
770-473-2833 - fax

Twelve Oaks Stadium

1587 McDonough Road
Hampton, GA 30228
770-473-2812

CLAYTON COUNTY PUBLIC SCHOOLS

Clayton County Public Schools have some additional sites that have employees who require a substitute when the employee is absent. These are not located at the schools. They are described below along with the addresses and phone numbers for the locations.

ChildTec-- This is a day-care type program for the children of students at some of the high schools. The children range in age from infants up to 3 years old. Each site has 3 paraprofessionals employed to care for the children. The children are divided into groups of approximately 4 children per employee. The hours are from 7:30 a.m. until 4:00 p.m. They would be located at the following locations:

Childtec at the Perry Learning Center

137 Spring St Rm 403/404

Jonesboro, GA 30236

770-480-8361

Phone Number for Childtec is 404-675-6388 or 770-480-8357

SOUTH METRO

Clayton County, Fulton County, and Atlanta Public School Locations

South Metro has several different locations for their teachers and paraprofessionals. Several of them are in Fulton County or Atlanta Public Schools. You will be working for a Clayton County Public School special education teacher. Below are the names and addresses of the different locations for South Metro. You can call South Metro for directions or look them up on mapquest on the Internet.

South Metro Ash Street
5277 Ash Street
Forest Park, GA 30297
770-472-2860 Ext 2

North Atlanta High School
4111 Northside Pkwy., NW
Atlanta, GA 30327
404-802-4700

Sylvan Middle
1090 Windsor St
Atlanta, GA 30310
404- 802-6200

Holmes Elementary
2301 Connally Dr.
East Point, GA 30344.
404-757-2140 Main Office
404-767-3092 South Metro Office

Miles Elementary
4215 Bakers Ferry Rd, SW
Atlanta, GA 30331
404-792-5772 Main Office

McNair Middle
2800 Burdette Rd.
College Park, GA 30349
770- 991- 4160

Paul D. West Middle School
2376 Headland Drive
East Point, GA 30344
404-669-8130 Main Office

Tri-Cities High School
2575 Harris Street
East Point, GA 30344
404-669-8200 Main Office

South Atlanta High School
800 Hutchens Road, SE
Atlanta, GA 30354
404-802-5000

Marshall Elementary
1820 Mary Dell Drive
Atlanta, GA 30316
404-802-6088

Creekside High School
7405 Herndon Road
Fairburn, GA 30213
770-306-4300

Fulton Leadership Academy
1706 Washington Road
East Point, GA 30344
404-472-3529

Feldwood Elementary School
5790 Feldwood Rd
College Park, GA 30349
404-765-2001

Langston Hughes High School
7510 Hall Road
Fairburn, GA 30713
770-774-3620

Before The Class Arrives

Know who, what, when, and where. In the office first thing in the morning obtain the following information or handouts:

- The name and room number of a contact person (grade chair, team member, department chair) in the event you need assistance with the assignment or materials.
- Where you can expect to locate the teacher's lesson plans, seating chart, and attendance document. Also make sure to send the attendance document to the attendance office with a responsible student within 10 minutes of taking attendance.
- A daily schedule
- A map of the building with your teacher's room marked as well as the room of the contact person.

Arrive at school 20 minutes early. Give yourself time to obtain and review your substitute assignment.

Review the lesson plans. If you have questions, contact the department or the grade level chairperson.

Make sure you have located and organized in the necessary order all materials specified by the teacher to carry out the lesson plans. Check the number with the roll. Do you have enough copies? What are the instructions?

Become familiar with a schedule showing times for lunch, restroom breaks, students who leave and what time, other teachers (P.E., Art, and Music, etc.) who may come to be with your class.

Be sure you understand the procedure for fire and tornado drills. There will be a designated location to take the class posted by the classroom door.

Write your name on the dry erase board. (Mr., Ms., Mrs. Brown).

Write the agenda on the board.

Our school lunchrooms serve delicious meals at reasonable prices. Salads are available as well as hot lunches.

Beginning Class

Be prepared. You may need additional activities if, for example, students complete their work before the allotted time or should you be called at the last minute. See pages 16-27 for suggested activities. You, the substitute, may need to modify these activities appropriately for the age of students and subject you are teaching.

Be consistent. Students often attempt to overstep the bounds when a substitute appears on the scene. Remember that you are in charge in the absence of the teacher. Do not make exceptions. "Say what you mean and mean what you say."

Use the seating chart to assist you in checking attendance. Always double check this since accuracy concerning attendance is crucial. You might be provided with an absentee list. If so, please notify the attendance office immediately of absentees not on the daily list. ***Check with each school on their procedure for reporting absences as they can vary.***

Follow the lesson plans that were left by the teacher.

Explain the format of the lesson providing specific instructions. Don't forget to use the dry erase board to list page numbers, question numbers, etc.

Make sure students understand that the work completed in the absence of the teacher will be checked or graded.

Collect assignments in an orderly manner, such as having students pass them up the row in order.

Make sure students are quiet during announcement periods and observe special times such as moments of silence or sustained reading.

Classroom Management

All of us in education have as our first concern the safety and well-being of the students in our care, so you should always be conscious of maintaining good discipline. Be sure you understand the rules for student behavior expected at your assigned school. Be consistent, fair, and firm. Remember that students will sometimes try to test substitutes to see what the limits are.

It is easier to relax a little after you have earned the students' respect than it is to "get tough" when things start to get out of hand.

Fair, consistent enforcement of reasonable rules will allow you to handle most misbehavior in the classroom. However, if you encounter a student who does not respond to your efforts, do not hesitate to ask for help from the school administration.

Punishment should be prescribed by the school administration not the substitute teacher. Allow the principal to use his/her discretion in handling the matter. Do not threaten students with mass punishment or punishment that the administration may not be able to support. It is the policy of Clayton County Public Schools **not** to administer corporal punishment in any form.

Obtaining a copy of the **CCPS Student Handbook** will help you to know what is expected of the students. This can be located on the district website at <http://www.clayton.k12.ga.us>

Things to remember:

- Try to learn names. Students will respond more readily if called by name.
- Speak positively to students. Praise them for specific behavior. Catch them being good!
- Utilize humor. Many times this can ease tension and stop a more serious problem from developing.
- Discipline with dignity. Students are much more receptive to a person who handles situations in a calm, but firm manner. Try to handle situations by allowing the students to save face.
- Sarcastic remarks directed toward students should be avoided. Language should be free of "double meaning" words, "four letter" words, etc. ***The use of sarcasm towards students is not only inappropriate professional behavior, but it also allows the opportunity for students to use sarcasm in return.***
- Use non-verbal communication as often as possible. Often all that is required to get a student on-task is making eye contact or a gesture.

Additional Activities

Teachers often find themselves with five or ten minutes of extra time because a class completes an assignment early or they have to wait for dismissal. To prevent discipline problems and use instructional time wisely, teachers use additional activities to engage the class. They may be used in the following ways:

1. Warm-up activity: Before the students arrive, write a question on the board which applies to the lesson for that day. This will allow you time to check roll while the students work quietly in their seats. Be careful not to give them a question or activity which is too involved. This could interfere with carrying out the teacher's lesson plans.
2. Review or practice: There may be occasions when you arrive on a moment's notice and walk in to face a classroom of students. In checking the notebook of a reliable student, you may be able to determine the material or chapter currently being covered. This information would enable you to write your own question on the board. If you are on a long term assignment, take a question from the content you are covering for an appropriate activity.
3. Extra credit: If the teacher indicates in their lesson plan an activity could be used as extra credit for those who have completed the assigned work.

The additional activities below are listed according to content area and may prove useful to the substitute. Please note that the ideas presented may require modification for use with different groups.

We encourage you to use these ideas only in situations where students have time on their hands due to circumstances beyond your control. Additional activities should not be given in lieu of the work assigned by the absent teacher.

Language Arts Activities

Activities in bold are better suited for middle and high school students.

1. What Am I? : Give five "word clues" that will help identify an object. Example: round, red, delicious, ripe, tart (apple). Reverse this procedure by providing a list of objects to be described.
2. Vowel Substitution. Write on the dry erase board words such as: *hot, bag, ham, top*. Have students copy the words on a sheet of paper and list underneath as many new words as they can by substituting vowels.
3. **Details:** Display a large picture for students to examine closely for two minutes. Remove the picture and ask questions that will determine the details observed and the accuracy of students' observations.
4. Scrambled Words: Place a number of scrambled words which are related to a topic or contained in a category on the dry erase board. Students write the correct spelling of each word. Dictionaries may be used to check the spellings.
5. **What If:** Students write imagined effects resulting from outlandish causes. What If you grew to be ten feet tall?
What if you could read other peoples' minds? What if everyone looked and dressed alike?
6. Words in Context: Provide sentences which contain blanks for key words which are to be filled in by the students. The first letter of each missing word may be provided. Example: The e ____ bird gets the w ____.
7. Rhyming Words: Call out a word like "tree" or "day" or "go." Write it on the dry erase board. Call on the first student to quickly name a rhyming word like "see" or "may" or "toe." Continue calling on students in turn for as long as their rhyming capacity holds out. When a child gets stuck, he or she chooses a new word to rhyme with and the game continues. Be sure that the chosen words have plenty of rhyming possibilities.
8. **Creative Writing:** Guess Who? Ask the children to write a paragraph describing someone in the class. Tell them not to worry too much about spelling or punctuation this time because later each child will read his description aloud. Caution students that you will read and edit any undesirable comments. You and the class will guess who it is. Substitutes can use this technique to get to know the class. **(Use for long term assignments)**
9. **Creative Writing:** Guess What? can be written for a favorite toy or animal.
10. **Who Am I?** Ask the students to write a brief description of themselves, omitting their names. Later read the papers aloud and let the class help you guess who they are about. This is another good way for a substitute to learn names.
11. **Picture This:** Write the following sentences on the board. Have everyone read them, and then draw a picture showing their interpretation.
Time was running out.
He followed his nose.
He had a nightmare.
The tulips are dancing and singing.
12. **Word Scramble:** Using a list of reading or spelling words, mix up each word's letters. For example, the word "tree" may look like "eetr", Write scrambled words on the board and challenge the class to unscramble them.

13. **Picture Stories:** Display action pictures cut from magazines and newspapers. Ask the students to write a three-or four-line story about one.
14. **Onstage:** Divide the class into four groups. Have each group choose or make up a story. Give them paper and crayons with which to make character cutouts. Then groups present their improvised puppet shows.
15. **Story Fill-ins:** Make up or shorten a favorite story. Write it on the board. Omit words which describe or name colors, and list these words next to the story. As the students read the story, they fill in the blanks from the word list.
16. **Now Hear This!** Let students make up a written advertisement for a favorite book, toy, record album, or piece of clothing. Invite them to illustrate ads if they wish.
17. **Spelling Bingo:** Decide on 16 to 20 words and write them on the board. Have the students fold an 8-by-11-inch paper so that when it is opened there are 12 squares. Everyone copies 12 words in any order on to their game papers, one word per square. Using markers cut from scraps of paper, students cover corresponding words as they are given. Play bingo in the usual way.
18. **Vocabulary Bingo:** Use the same procedure as described above. Students cover corresponding words as the definitions are given.

Math Activities

1. **Secret Codes:** Have each pupil make up his own secret code, using numbers instead of letters. For example, number 1 for A, 2 for B, 3 for C, and so on. Start the ball rolling with this message: 14/15/19/3/8/15/15/12/20/15/13/15/18/18/15/23 (No school tomorrow). Ask the kids to make up their own secret messages.
2. Bring in Flash Cards to test students' abilities.
3. **Word Problems:** Have students create their own word problems and then solve them using the math concepts they are currently learning.
4. **Sudoku:** Copy Sudoku sheets for students to work on their math critical thinking abilities.

Science Activities

1. List the five senses.
2. List four types of precipitation.
3. List the nine planets.
4. List the four states of matter.
5. List eight systems of the body.
6. **Bones:** List the 206 bones of the human skeleton. Reward the student (or team if you choose to put them in teams) with a treat.
7. List four reptiles.
8. List five birds.
9. List six mammals.
10. **Periodic Table:** List any 20 elements from the Periodic Table.

Social Studies Activities

1. **Name the Presidents.** Provided below is a list of the initials of the succession of U. S. Presidents. Students should identify by name. After writing out the names of as many as the student/s (can work in pairs or small groups when identifying complete names) can remember, the following resources can be used are The World Almanac, Book of Facts, or the internet.

G.W.	A.J.	M.F.	R.H.	W.M.	H. H.	R.N.	G.W.B
J. A.	M.V.B.	F.P.	J.G.	T. R.	F.D.R	G. F.	B.O.
T. J.	W.H.H.	J.B.	C.A.	W.T.	H. T.	J. C.	
J.M.	J.T.	A.L.	G.C.	W.W.	D. E.	R. R.	
J.M.	J. P.	A.J.	B.H.	W.H.	J. F. K.	G. B	
J. Q. A.	Z. T.	U.S.G.	G.C.	C.C.	L. B. J.	W.C.	

2. **List the seven continents on the dry erase board, and ask students to list under each continent the nations located there.**
3. List the states that border Georgia.
4. List the countries that comprise Europe.
5. List the countries that comprise Asia.
6. List the countries that comprise South America.
7. **List the counties (159) in Georgia.**
8. List the counties that border Clayton County.
9. **List the lakes in Georgia.**
10. List the five Great Lakes.

Elementary Activities

1. Be ready to tell me the names of the children in our class that begins with J or M, etc.
2. Be ready to draw something that is only drawn with circles.
3. Have a color word on the board. Have the children draw something in that color.
4. Flash fingers-children tell how many fingers.
5. Say numbers, days of the week, months-have children tell what comes next.
6. Have a word written on the board. Children make a list of words that rhyme.
7. Have a word written on the board. Children list words with the same long or short vowel sound.
8. Put spelling words in alphabetical order.
11. Think of animals that live on a farm, in the jungle, in water, etc.
9. List things you can touch, things you can smell, big things, small things, etc.
10. List the colors you are wearing.
11. Count to 100 by 2's, 5's, 10's, etc., either oral or written.

Middle Grades Activities

1. List the continents of the world.
2. Name as many kinds of windstorms as you can.
3. Name as many gems or precious stones as you can.
4. Name as many teachers at this school as you can.
5. List as many states as you can.
6. Write: (a) an abbreviation (b) a Roman numeral (c) a trademark (d) a proper name (biological) (e) a proper name (geographical).
7. How many countries and their capitals can you name?
8. How many baseball teams can you name?
9. List as many kinds of flowers as you can.
10. Turn to your neighbor. One of you tell the other about an interesting experience you have had. The listener must be prepared to retell the story to the class.
11. Name as many kinds of ice cream as you can.
12. List five parts of the body above the neck that have three letters.
13. List one manufactured item for each letter of the alphabet.
14. List as many nouns in the room as you can.
15. List the mountain ranges of the U.S.
16. List one proper noun for each letter of the alphabet.
17. Write one kind of food beginning with each letter of the alphabet.
18. How far can you count and write down by 6's?
19. Name as many balls as you can that are used in sports games.
20. List all the work tools you can think of.

Online Resources:

In the event that you have access to a computer connected to a projector you can use the following websites to play educational games with students.

- Math Playground: <http://www.mathplayground.com/wordproblems.html>
- Fun Math: http://www.transum.org/software/Fun_Maths/
- Brainteasers: <http://kids.niehs.nih.gov/games/riddles/index.htm>
- Sudoku, Brainteasers and more: <http://www.brainbashers.com/>