

# Currituck County Schools

## Substitute Teachers

---

As a substitute teacher (*a temporary, at-will employee*), you are an essential member of our organization. We appreciate your interest and look forward to working with you. Below are some basic expectations we have for all substitute teachers, standard information, a list of helpful hints and information regarding substitute teacher pay.

### **BASIC EXPECTATIONS:**

- ✓ Arrive on time and check in at the front office, leave only after school is dismissed.
- ✓ Follow the teacher's lesson plans.
- ✓ Substitutes could be asked to cover other classes during their planning periods.
- ✓ Use positive reinforcement, do not yell or use inappropriate language with the students.
- ✓ Do not grab, pull or put your hands on any student.
- ✓ Monitor and assist the students continually (you will need to circulate).
- ✓ No cell phone use in the classroom or when in an instructional situation.
- ✓ Notify the school as soon as possible if you need to cancel after committing to substitute.
- ✓ Maintain a high level of ethical behavior and confidentiality of information at all times.

## **Standard Information and Helpful Hints to Substitute Teaching Professionals:**

### **Professionalism**

- ❖ Arrive on time or early. Scout out routes to your school assignments ahead of time.
- ❖ Know the name of the teacher for the job you have accepted.
- ❖ Keep a name and phone number of an emergency contact with you, should you become ill.
- ❖ Dress like a full-time teacher. If you question whether your outfit is appropriate, do not wear it.
- ❖ Follow the teacher's lesson plans exactly. Teachers complain to administrators when their plans are ignored.
- ❖ Teachers will let the principal know when a substitute does an excellent job.
- ❖ Teach with keen awareness of students. Implement the teacher's lesson plans intelligently and perceptively.
- ❖ Watch each student, anticipate responses, and motivate students to do their work.
- ❖ Act like a seasoned pro. Make eye contact, and give an example of each task you expect of the students.

### **Lay the Groundwork**

- Prepare for activity in the classroom rather than supervision. Maintain a constant flow of activity for students from the moment they enter the room.
- Signal to the students by your actions, that you are more than a fill-in for the "real teacher." Move about the room, keep conversation on-task, complete projects, and direct discussions.
- Ask questions about the school environment. A substitute teacher demonstrating detailed knowledge about school workings and a willingness to be a team member will be remembered by faculty members and administration.

### **Always Remember**

*Students like to be recognized for good behavior and personal achievement. This helps increase good behavior and promotes self-esteem. Do not be afraid to say, "Good job!" Always use positive reinforcement for behavior management.*

**Pay rates on a daily basis are as follows:**

§ A substitute who has held or now holds a teaching certificate is paid \$103/day. A person who has a certificate pending does not hold a certificate until it is issued.

§ A substitute not holding a teaching certificate but completed the Effective Teacher Training Program (ETT) as evidenced by an “award of completion” is paid \$80/day.

## **UNEMPLOYMENT INFORMATION**

Section 71-5-511(h)(ii) (h) Benefits based on service in employment defined in Section 71-5-11, subsections I(3) and (4), shall be payable in the same amount, on the same terms and subject to the same conditions as compensation payable on the basis of other service subject to this chapter; except that:

(ii) With respect to services performed in any other capacity for an educational institution, benefits shall not be paid on the basis of such services to any individual for any week which commences during a period between two (2) successive academic years or terms, if such individual performs such services in the first of such academic years or terms and there is a reasonable assurance that such individual will perform such services in the second of such academic years or terms, except that if compensation is denied to any individual under this subparagraph and such individual was not offered an opportunity to perform such services for the educational institution for the second of such academic years or terms, such individual shall be entitled to a retroactive payment of compensation was denied solely by reason of this clause. In no event shall benefits be paid unless the individual employee was terminated by the employer.

### ***EXPLANATION:***

Substitute teachers are considered ineligible for unemployment during school holidays and summer vacation.

Anyone employed by a school district that has not been terminated by the district is considered between successive academic years or terms during the school holidays and school vacations and therefore, will be denied unemployment benefits.

A limited service teacher (long term substitute) would also be ineligible for benefits due to being eligible to do substitute teacher work after the limited service position ends.

## **AVOIDING NEGLIGENCE**

Primary among many substitute teachers' concerns is protecting their students from harm and themselves from lawsuits. While not all accidents can be avoided, liability for them can be if the teacher has provided adequate supervision. The following guidelines may help you prevent injuries to students under your supervision, act responsibly in the event of accidents and avoid legal problems should mishaps occur.

1. **NEVER LEAVE STUDENTS UNATTENDED.** Use the classroom intercom or send a student with a message if you need to contact the principal or another teacher.
2. **NEVER USE CORPORAL PUNISHMENT WITH STUDENTS.** Corporal punishment includes hitting, pushing, pinching, forcing a child to stand up for long periods of time, making a student do pushups, or using any physical force.
3. **NEVER GIVE MEDICINE OF ANY KIND, INCLUDING ASPIRIN, TO STUDENTS.** Refer students who are taking medication to the office.
4. **DO NOT ORDER A DISRUPTIVE STUDENT TO LEAVE CLASS UNSUPERVISED.** Instead request assistance by asking a student to take a note to the office for you or ask another teacher to supervise your class while you escort the student to the office.
5. Maintain a neat, orderly, and safe environment for students.
6. Know how to quickly contact school personnel who can assist you with an emergency.
7. Report accidents or injuries to the office immediately. As soon as possible write down what happened for school authorities and keep a copy of the report for yourself.
8. If a student appears to be ill, call for assistance. If the student does not return to class, check with the office to verify his/her status (dismissal, waiting for a parent, etc.)
9. Follow school procedures for allowing students to leave the campus early.
10. Do not keep students after class or after school.

**Avoiding Negligence Continued:**

11. No persons from outside the school should be permitted to question or interview a student except in the presence of the principal, assistant principal or his/her designee.
12. If someone comes to the classroom to pick up a child, refer him/her to the office. The student should not leave your class unless you have permission from the administration.
13. Obtain permission from the principal before sending notes or other communication home to parents.
14. Avoid introducing controversial subjects or materials (information on the occult, questionable cartoons, etc.) to classes.
15. Do not advertise products or services during class.
16. Do not date students or socialize with them after school.
17. Avoid being left alone with a student for extended periods of time.
18. Safeguard equipment and materials against abuse or theft.
19. If a student teacher is assigned to your class, remain on duty in the classroom, assisting the student teacher as necessary.
20. Preview all films or videotapes for content prior to using them in the classroom.

## **CODE OF ETHICS FOR NORTH CAROLINA EDUCATORS**

Preamble: The purpose of this Code of Ethics is to define standards of professional conduct.

The responsibility to teach and the freedom to learn, and the guarantee of equal opportunity for all are essential to the achievement of these principles. The professional educator acknowledges the worth and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship. The educator exemplifies a commitment to the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity. The educator strives to maintain the respect and confidence of colleagues, students, parents and legal guardians, and the community, and to serve as an appropriate role model.

### ***To uphold these commitments, the educator:***

#### **I. *Commitment to the Student.***

- A. Protects students from conditions within the educator's control that circumvent learning or are detrimental to the health and safety of students.
- B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.
- C. Evaluates students and assigns grades based upon the students' demonstrated competencies and performance.
- D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.
- E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.
- F. Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence professional decisions or actions.

**CODE OF ETHICS FOR NORTH CAROLINA EDUCATORS CONTINUED:**

## **II. *Commitment to the School and School System***

A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.

B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.

C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.

D. Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.

E. When acting in an administrative capacity:

1. Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents and legal guardians.

2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.

3. Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.

4. Recommend persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA, and according to the law.

## **III. *Commitment to the Profession***

A. Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.

B. Takes action to remedy an observed violation of the Code of Ethics for North Carolina Educators and promotes understanding of the principles of professional ethics.

C. Pursues growth and development in the practice of the profession and uses that knowledge in improving the educational opportunities, experiences, and performance of students and colleagues.

Adopted by the State Board of Education June 5, 1997.

**SECTION .0600 - CODE OF PROFESSIONAL PRACTICE AND  
CONDUCT FOR NORTH CAROLINA EDUCATORS 16 NCAC  
6C.0601 – THE PURPOSE AND APPLICABILITY OF THE RULES  
OF PROFESSIONAL CONDUCT FOR EDUCATORS**

The purpose of these rules is to establish and uphold uniform standards of professional conduct for licensed professional educators throughout the State. These rules shall be binding on every person licensed by the SBE, hereinafter referred to as "educator" or "professional educator," and the possible consequences of any willful breach shall include license suspension or revocation. The prohibition of certain conduct in these rules shall not be interpreted as approval of conduct not specifically cited.

History Note: Authority G.S. 115C-295.3;  
Eff. April 1, 1998.

**16 NCAC 6C.0602 – THE STANDARDS OF PROFESSIONAL  
CONDUCT FOR NC EDUCATORS**

The standards listed in this Section shall be generally accepted for the education profession and shall be the basis for State Board review of performance of professional educators. These standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.

Professional educators shall adhere to the standards of professional conduct contained in this Rule. Any intentional act or omission that violates these standards is prohibited.

(1) Generally recognized professional standards. The educator shall practice the professional standards of federal, state, and local governing bodies.

(2) Personal conduct. The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.

**16 NCAC 6C.0602 – THE STANDARDS OF PROFESSIONAL CONDUCT FOR NC EDUCATORS  
CONTINUED:**

(3) **Honesty.** The educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:

- (A) statement of professional qualifications;
- (B) application or recommendation for professional employment, promotion, or licensure;
- (C) application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
- (D) representation of completion of college or staff development credit;
- (E) evaluation or grading of students or personnel;
- (F) submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
- (G) submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and
- (H) submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school-related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the U.S. Constitution.

(4) **Proper remunerative conduct.** The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.

(5) **Conduct with students.** The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:

- (A) any use of language that is considered profane, vulgar, or demeaning;
- (B) any sexual act;
- (C) any solicitation of a sexual act, whether written, verbal, or physical;
- (D) any act of child abuse, as defined by law;
- (E) any act of sexual harassment, as defined by law; and
- (F) any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.

(6) **Confidential information.** The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.

(7) **Rights of others.** The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.

(8) **Required reports.** The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.

(9) **Alcohol or controlled substance abuse.** The educator shall not:

- (A) be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat. § 90-95, the Controlled Substances Act, without a prescription authorizing such use;
- (B) be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or
- (C) furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.

(10) Compliance with criminal laws. The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.

(11) Public funds and property. The educator shall not misuse public funds or property, funds of a school-related organization, or colleague's funds. The educator shall account for funds collected from students, colleagues, or parents/legal guardians. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(12) Scope of professional practice. The educator shall not perform any act as an employee in a position for which licensure is required by the rules of the SBE or by Chapter 115C or the North Carolina General Statutes during any period in which the educator's license has been suspended or revoked.

(13) Conduct related to ethical violations. The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of an LEA, the SBE, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these Rules.

History Note: Authority G.S. 115C-295.3;

Eff. May 1, 1998.