



Substitute Handbook

2021-2022

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School Personnel

Pine Lake Preparatory

104 Yellow Wood Circle

Mooresville, NC 28115



Administrative Office (704.237.5304)

Mr. Andrew Mocerì, Executive Director

Ms. Anna Drury, Executive Administrative Assistant

Ms. Kristen Sutek, Communications Lead

Ms. Karen Bell, Payroll

Ms. Susan Kesterson, Human Resources

High School (704.237.5308)

Dr. Tim Hoffman, Upper School Principal

Ms. Lori Reuter, Upper School Assistant Principal

Ms. Katherine Kwiatkowski, Administrative Assistant

Middle School (704.237.5307)

Mr. Sam Ranallo, Middle School Principal

Ms. Lauri Schatz, Middle School Assistant Principal

Ms. Julie Howard, Administrative Assistant

Lower School (704.237.5312)

Ms. Shelly Sims, Lower School Principal

Mr. Jeff Burr, Lower School Assistant Principal

Ms. Debbie Thompson, Administrative Assistant

Ms. Rebecca Long and Alex Larsen, School Nurses

Our Mission:

Pine Lake Preparatory students for college and purposeful lives.

Core Values:

Perseverance, Respect, Integrity, Driven to Excellence and Empathy

About Us:

Pine Lake Preparatory was established in 2006; starting enrollment was from Kindergarten through Second Grade. In 2007, the school moved to its permanent campus and expanded to grades K-11; following that in 2008, 12th grade and the first graduating class was added. Our state of the art campus includes a lower school building, a middle school building, an upper school building, a Fine Arts Building, STEM and Auditorium and an Athletic and Community Center.

Pine Lake has a total enrollment that exceeds 1,800 students and has a vision to challenge each student to reach his/her individual potential by integrating rigorous academic programs with a wide range of cultural and extra-curricular activities. In grades K-12 we use curriculum to enhance and reach the rigorous standards required by the state of North Carolina. Our students also receive instruction in Spanish, Technology and Healthful Living during their Encore classes. In grades 9-12 our college preparatory focus gets students prepared for positive experiences beyond high school. Students participate in extra-curricular activities including football, volleyball, cross country, sailing, swimming, basketball, soccer, baseball, tennis, Lacrosse, golf, and softball. Students at all three levels participate on a nationally recognized robotics team and our fine arts leads the students to produce brilliant theatrical, vocal, and instrumental performances.

Introduction:

Substitute teachers serve an essential role in the operation of Pine Lake Preparatory. As teachers are pulled from the classroom as a result of illnesses, bereavement, professional development or personal matters, it is important that we have reliable and effective substitute teachers in place to make sure classroom instruction and student engagement continues during their absence.

Recognizing the potential daily challenges faced by a substitute teacher, this handbook has been developed to provide necessary information and resources to ensure a successful classroom experience.

How to Become a Substitute at PLP:

1. Employment Packet

Prospective substitute teachers must complete the Pine Lake Preparatory employment packet to be eligible to serve in the classroom. Employment packets will be emailed through Docusign and contain the following information.

- ✓ Application for Employment
- ✓ Background Check Release
- ✓ Copy of Teaching License (if applicable)
- ✓ Direct Deposit Form with voided check
- ✓ W-4 and NC-4
- ✓ I-9 Authorization of Employment form (You will be asked to submit verification documentation as listed in this form. Examples of acceptable documentation are a copy of a current drivers license and social security card or a copy of a current passport.)
- ✓ Conflict of Interest form (Returning subs will be asked to complete this document each year.)

2. Substitute Training and ALICE Training (active shooter training solution and preparedness education program)

Potential substitute teachers and returning substitute teachers must attend a training workshop prior to being added to the active substitute roster each year. Please email Lauri Schatz for training dates at lauri.schatz@pinelakeprep.org.

3. Covid Safety Protocols

To protect students, staff and the broader community, Pine Lake Preparatory has implemented mitigation strategies and encouraged behaviors that reduce the spread of COVID-19.

- Family / Student Attestation Daily screening for symptoms and ongoing monitoring helps reduce the potential for exposure. The recognition of emerging trends and subsequent addition of symptoms (sore throat, congestion, runny nose) on the attestation has also supported additional preventative measures at PLP.
- Availability and Adherence to Mask Use. Masks offer some protection to the wearer and are also meant to protect others, in case the wearer is infected with the virus that causes COVID-19. All students and staff are required to wear a cloth face covering while on campus, with a medical exemption being the only exception.
- Availability of Hand Hygiene Supplies and Opportunities for Use. Washing hands with soap for 20 seconds or using hand sanitizer reduces the spread of disease. Pine Lake Preparatory has the supplies and opportunities to support effective hand hygiene.
- Appropriate Air Ventilation. Pine Lake has taken steps to increase the delivery of clean air and dilute potential contaminants in the school. In addition to running MERV-13 filters, portable

HEPA filters have also been installed in every classroom in an effort to support clean air. The HVAC systems on campus are set to maximize outside airflow for 2 hours before and after the school is occupied.

- **Routine Cleaning and Disinfection** In addition to regular and routine evening cleaning, Pine Lake has established a schedule for ongoing and routine cleaning and disinfection of high touch areas and spaces (doors handles, stair rails, faucet handles, toilet handles, light switches, etc.) throughout the school day.
- **Contract Tracing and Family Communication.** Through the employment of two full time nurses and an established relationship with the Iredell Health Department, Pine Lake Preparatory has been able to support effective contract tracing and communication.

Substitute Teaching Assignments:

Upon the completion of the employment packet and relevant paperwork, prospective substitute teachers will be notified prior through AESOP to being added to the sub list, at that time, they may designate a preference related to Upper, Middle or Lower School assignments. Pine Lake Preparatory maintains a list of active substitutes for the campus and assignments are made based on teacher/school requests through AESOP. It is important to understand that in many cases substitutes are requested the day of, or even the morning of the opening.

A substitute may request their name be temporarily or permanently removed from the active substitute list at any time. This request should be put in writing and may be emailed to Susan Kesterson at susan.kesterson@pinelakeprep.org

Substitute teachers are at-will employees and consequently, Pine Lake Preparatory reserves the right to involuntarily remove a substitute from the active sub list at any time, with or without cause, for any reason.

Expectations for Substitutes:

1. Arrival and Departure Times

Substitute teachers are expected to check in with the Administrative Associate of the assigned school at least 30 minutes prior to the start of the school day. Substitute teachers may leave the building 30 minutes after the school day ends – prior to leaving, the classroom must be returned to its original order, instructional materials organized and teacher report complete.

School and Report Times:

- ☐ Lower School day begins at 7:55 am – substitute reporting time is 7:25 am.
 - Substitutes are dismissed at 3:20 pm
- ☐ Middle School day begins at 8:10 am – substitute reporting time is 7:40 am.
 - Substitutes are dismissed at 3:45 pm
- ☐ Upper School day begins at 7:20 am – substitute reporting time is 7:00 am.
 - Substitutes are dismissed at 2:55 pm

2. Extra Duties and Responsibilities

Substitutes are required to assume all extra duties and assignments that are normally completed by the classroom teacher. Duties include but are not limited to car line, morning duty, afternoon duty, and lunch duty. Substitute teachers may also be assigned responsibilities during their prep hour at the discretion of the Administrative Associate or building principal.

3. Substitute Dress Code

All substitutes of Pine Lake Preparatory are to serve as role models for their students. The school requires substitutes to wear clothing that demonstrates a professional image.

All clothing should be neat and clean. Substitutes are not to wear clothing that is tight, revealing, short, torn, tattered, excessively faded, or with visual, written, or implied messages that are likely to disrupt the school environment. Sweat suits, leisure suits, jogging/wind suites, overalls, or denim pants/jeans/jackets or skirts may not be worn. Tank tops, sleeveless tops, and flip flops may not be worn.

Examples of professional attire include: Collared shirts, dress slacks, hosiery, dress coordinates, suits, professional dresses, skirts (not shorter than 3 inches above the knee), ties, dress capris, cropped pants, Pine Lake Preparatory shirts (not spirit wear – t-shirts) and khaki pants or skirt.

4. Student Safety and Well-being

It is the responsibility of the substitute teacher to ensure the safety and well-being of the students assigned:

- ☐ Children should never be left unsupervised or unattended. Should you need to separate yourself from the class at any time, we ask that you please contact the Administrative Associate or neighboring teacher for assistance.
 - Students may be dismissed to use the restroom one at a time.
- ☐ Students should not be released or dismissed from class without direct notification from school personnel.
- ☐ Substitute teachers are required to adhere to the emergency response procedures of that building and classroom.

- ☐ Provide basic medical care when appropriate – contact school nurses when relevant.
- ☐ It is the responsibility of the classroom teacher to maintain a safe and orderly classroom for the duration of the school day.
- ☐ Please keep in mind that cell phones should not be used for personal purposes in the classroom or during instructional time.

5. Recording/Submitting Attendance

Attendance should be recorded and submitted each morning at the Lower School and each block at the Middle and Upper School. After recording attendance it should be sent to the building specific Administrative Associate to be manually entered into our data management system.

6. Discipline

A substitute teacher is expected to maintain a level of discipline in the classroom, which is conducive to a positive learning environment. A well run and managed classroom will have far fewer discipline problems. A teacher's presence, stature, attitude and tone all contribute to the classroom climate – a few pieces of advice:

- ☐ Greet the students at the door.
- ☐ Be prepared for the lesson prior to the arrival of the students.
- ☐ Be consistent and fair.
- ☐ Stand and walk around the room throughout the class period.

Students are expected to follow the classroom rules and building rules. A substitute that has concerns about a particular student's conduct should refer the student to the building Administrative Associate.

Confidentiality

Law protects student records and other personally identifiable information. It is expected that the substitute will not discuss this or any information related to any student with others. Disclosing important information to other employees of the school is acceptable when that person has a need to know in order to provide an educational service or to ensure the safety of a student.

7. Classroom Instruction

We respectfully request that you follow the lesson plans that are provided by the regular classroom teacher - instruction should not deviate from the lesson plan. If you have trouble locating, interpreting or completing the lesson provided, please contact the Administrative Associate specific to that academic building.

8. Daily Procedures

Start of the day:

- a. Check in at the main office when you enter the building. **Be sure to check in at least 30 minutes prior to the start of the school day.**
- b. After the Administrative Associate walks you to your classroom, review the lesson plan left by the classroom teacher.
- c. Be sure you understand the procedures related to attendance, if you have any questions, please see the Administrative Associate.
- d. Review emergency procedures for that classroom and locate the red emergency folder or bag.
- e. Please keep in mind that cell phones should not be used for personal purposes in the classroom or during instructional time.
- f. If necessary, run copies and set up the room for the lesson.

End of the day:

- a. Make sure all of the students have left the classroom and reset the room to its original order.
- b. If applicable, complete necessary afternoon duties.
- c. Complete daily report for the classroom teacher and leave it on his/her desk.
- d. Secure the classroom by pulling the door shut when you exit.
- e. Sign out with the building Administrative Associate prior to leaving for the day.
- f.

Emergency Protocol:

1. Fire Emergency – Building evacuation

Fire drill procedures are posted at each school site in each classroom and office area. They should be followed in an orderly manner. Scheduled fire drills will be conducted once per month as required by state law during the school year. In addition to the posted evacuation routes, each classroom has a red emergency bag or folder, which should be taken with you during drills. Please be sure to carefully examine the evacuation route and locate the red emergency bag or folder prior to the start of the school day. If possible, please be sure to close classroom windows, shut off classroom lights and pull the door shut behind you once all students have exited the room during a fire emergency or drill. Once students have safely exited the building be sure to take attendance using the class rosters found inside the red emergency bag or folder.

During a fire drill or emergency the following conditions will apply:

- ☐ Students should remain quiet and refrain from running
- ☐ There will be no use of the elevator
- ☐ Students should not use cell phones during a fire emergency or drill
- ☐ All employees must exit the building
- ☐ The alarm system will be turned off once the building is safe for return.

- ☐ Notify administration of potentially missing students only after other students have been removed safely from the building

2. Accidents and Illnesses

If an accident or illness occurs in the classroom please notify the building specific administrative assistant immediately. If a student needs to be sent to the office, be sure to send them with a buddy to ensure they make it safely.

Please DO NOT move a severely injured or ill student or staff member unless it is necessary for their immediate safety. It is also important to understand that you are not permitted to administer medicine of any kind to a student.

A necessary list of student allergies will be left in the substitute binder, please be sure to review that list prior to the start of the school day. To ensure the safety of all students, students should not eat in the classroom during regular class time.

Appendix

Daily Checklist for Substitute Teachers

Upon Arrival to School

- ____ Report to the school office and administrative assistant to formally sign in.
- ____ Ask if there will be any extra duties associated with the permanent teacher's assignment.
- ____ Ask if there are any schedule changes for the day.

Prior to the Start of the School Day

- ____ Put your name on the board.
- ____ Review the lesson plans for the school day.
- ____ Locate books, papers, and necessary instructional materials for the day.
- ____ Review emergency procedures for the classroom.
- ____ Ask or contact the administrative assistance with any questions you may have prior to, or during the school day.

Throughout the School Day

- ____ Greet the students at the door prior to the start of each class.
- ____ Introduce yourself to the class and explain the expectations related to the lesson for the day – it is important that students understand that you have a plan and that instruction will continue despite the teacher's absence.
- ____ Record and submit attendance accurately.
- ____ Be positive, respectful, fair and consistent with the students.
- ____ Be present in the lesson and in the classroom – continually be on your feet and moving around the classroom. Never leave the student's unsupervised.
- ____ Avoid reading personal books, newspapers or magazines unless it is part of instruction. Avoid using cell phones for personal purposes in the classroom or during instructional time.
- ____ Follow classroom plans as closely as possible.

At the End of the Day

- ____ Have students straighten and clean the classroom.
- ____ Neatly organize the papers turned in by students.
- ____ Leave a detailed report for the classroom teacher – what was accomplished, what went well, what went poorly?
- ____ Close windows, turn lights and instructional equipment off and make sure the room is in order prior to exiting the classroom.
- ____ Check out with the administrative assistant prior to leaving the building.

Tips for the Substitute Teacher

Be courteous, polite and pleasant.

Be firm and fair.

Be confident.

Respect each student.

Be enthusiastic.

Be prompt.

Follow the lesson plan.

Never leave students unsupervised.

Make sure directives are clear and detailed.

Be professional.

Be prepared.

Greet students at the door.

Move around the room.

Be assertive but not confrontational.

Do not hesitate to ask for assistance.

Leave detailed notes for the classroom teacher.

Review emergency plans.

Have a plan.

Learn as many of the students' names as you can during the class period.

Smile.

Have a sense of humor.

Avoid threats.

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.

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:

- Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents and legal guardians.
- Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
- 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.
- 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.

.0601 PURPOSE AND APPLICABILITY

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.

.0602 STANDARDS OF PROFESSIONAL CONDUCT

(a) 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.

(b) 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.

(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

