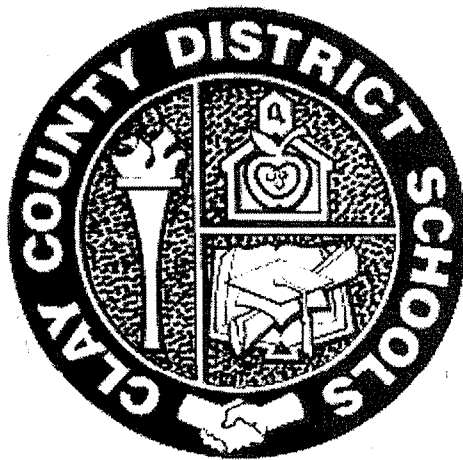


SUBSTITUTE TEACHER HANDBOOK

2008-2009

DRAFT



DISTRICT SCHOOLS OF CLAY COUNTY

900 Walnut Street

Green Cove Springs, FL 32043



CLAY COUNTY DISTRICT SCHOOLS

900 Walnut Street
Green Cove Springs, Florida 32043
Telephones:
904/284-6500 (GCS) 904/272-8100 (OP)
1-888-663-2529 (KH)
FAX 904/284-6525 TDD 904/284-6584

David L. Owens
Superintendent of Schools

BOARD MEMBERS:

Carol Vallencourt
District 1
Carol Studdard
District 2
Charles Van Zant, Jr.
District 3
Wayne Bolla
District 4
Lisa Graham
District 5

Dear Substitute Teacher:

Allow me to take the opportunity to let you know how much I appreciate your working for the Clay County School System.

Substitute teachers perform a very important function. Clay County is indeed fortunate to have responsible, knowledgeable people, such as you, willing and capable of fulfilling this extremely necessary role.

I trust your time with us will prove to be enjoyable. Thank you very much for helping us make the Clay County School System a leader in educational excellence.

Sincerely,

A handwritten signature in cursive script that reads "David L. Owens".

David L. Owens
Superintendent of Schools

DLO:cs



David L. Owens
Superintendent of Schools

CLAY COUNTY DISTRICT SCHOOLS

900 Walnut Street
Green Cove Springs, Florida 32043
Telephones:
904/284-6500 (GCS) 904/272-8100 (OP)
1-888-663-2529 (KH)
FAX 904/284-6525 TDD 904/284-6584

BOARD MEMBERS:

Carol Vallencourt
District 1
Carol Studdard
District 2
Charles Van Zant, Jr.
District 3
Wayne Bolla
District 4
Lisa Graham
District 5

WELCOME TO SUBSTITUTE TEACHING

The Clay County School System would like to extend its welcome to you as a substitute teacher. You are called upon to render a professional service to the children of this county under very difficult conditions. You must continue the learning process of the children for whom you are temporarily responsible and are expected to do so in such a way that the morale of the teachers as well as the children is maintained.

Substitute teaching does not often require the same intense planning as in regular classroom teaching. It does, however, require quick thinking, a knowledge of classroom management, and good teaching techniques which can be used in a wide variety of situations.

Your role is a challenging one, and you will need to make a conscientious effort to make it an educationally sound role. We are certain that this will be your goal. It is our hope that your experience in the Clay County School System will be a most rewarding and successful one.

Toni McCabe
Assistant Superintendent
Human Resources

CLAY COUNTY SCHOOL BOARD

DISTRICT MISSION STATEMENT



The Clay County School District, in partnership with the entire community, is dedicated to providing a quality education in a safe, inviting environment so that all students learn and become successful, responsible citizens.

MISSION STATEMENT

DIVISION OF HUMAN RESOURCES



The Division of Human Resources is committed to the employment of a well-qualified work force, supported by competent, responsive professionals who are dedicated to the realization of the full potential of all employees.

TABLE OF CONTENTS

Page #

Division of Human Resources	1
Responsibilities of The Substitute Teacher	2-4
Responsibilities of The Regular Teacher	5
Responsibilities of The Principal/Bldg. Supervisor	6
Helpful Do's For The Substitute Teacher	7
Helpful Don'ts For The Substitute Teacher	8
Ethics For The Substitute Teacher	9
Teacher and Staff General Liability	10
How to Avoid Charges of	11-12
Classroom Management	13-14
Standard Safety Procedures for the Substitute Teachers	15-17
Resources	18
Clay County School System Inservice	19
Certification	19
Renewal of Substitute Status	20
Notification to Schools	20
Removal From The Substitute Roster	21
Substitute Teacher Salary Schedule	22-23
Compensation	24
FICA Alternative Plan	25
Most Common asked Questions about FICA Alternative Plan	26
Payroll Calendar	27-27a
School Directory	28-29
Map	30

APPENDICES

Requirements For Substitute Teaching	31-32
Policy on Harassment	33-34
Telecommunications and Networks	35-37
Employee Network Responsibility Contract	38
Student Calendar	39
Daily Hours for Teachers and Students	40
Student Accident Report	41
Substitute Availability Report	42
Close Of Day Report	43
Teacher's Evaluation of Substitute Teacher	44
Substitute Teacher Evaluation	45
Log Sheet	46
School Selection Sheet	47

DIVISION OF HUMAN RESOURCES STAFF

The Division of Human Resources is staffed with many capable personnel. If you have a question which you would like answered by our staff, please do not hesitate to call the appropriate person listed below:

Division of Human Resources

Assistant Superintendent for Human Resources Toni McCabe

Instructional Personnel

Director of Instructional Personnel Neil Sanders

Supervisor of Instructional Personnel Dr. Hope Scopoli

Personnel Assistant Janey Ledford

Telephone Numbers

272-8100 Jacksonville, Orange Park, Middleburg
284-6500 Green Cove Springs
473-2011 Keystone Heights

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

Entering the Building

Upon arrival at the assigned school:

You are to report first to the school office and provide the secretary with necessary information for his/her records and a picture ID.

You will, in most cases, be provided with a substitute's packet of information pertaining to the particular school or building.

You should check the mailbox of the teacher for whom you are substituting for materials which might need immediate attention.

You may expect professional cooperation from the total educational staff. Please inquire about any procedures or policies you wish further defined.

Classroom Procedures

You should have instructions available for you. These may include the following:

Daily attendance procedures

Class roster and/or seating charts;

Location of needed keys;

Policy for handling school money, if appropriate;

Fire and tornado drill procedures as well as emergency procedures including manmade and natural events;

Day and time of special classes for the entire class as well as for individuals;

Special needs of any students: health, learning, disabilities, etc.; (These items may be confidential).

Policy for dismissing a student from the classroom;

Discipline plans or policies;

School and teacher policies for allowing students to leave the room (bathroom passes, locker passes, clinic passes, library passes, etc.); and

Policies and procedures to handle accidents in the classroom.

You are to locate the current page of the Lesson Plan Book. You may expect professional plans for implementing a well balanced educational learning situation.

If aids to teaching are required, the classroom teacher will have a notation on how to locate these materials. You may also ask another teacher where to find materials or equipment that you might need.

As an experienced substitute, you should have available appropriate alternative lesson plans, creative experiences, approved films, etc., for use in emergency situations when lesson plans do not exist. Again, feel free to ask for help from another teacher in this situation.

You are to implement the lesson plan, motivating the students toward appropriate goals and objectives.

You are to organize classroom activities and maintain classroom control and discipline that is conducive to a learning environment.

You are to exercise mature judgment which reflects the ethical standards of the teaching profession.

You are to respect the privileged nature of confidential information; guard against making unfavorable and unprofessional comparisons or comments about school systems, schools, classes, students or educational personnel. Share concerns only with the appropriate administrative personnel.

You are to keep the students in their classroom for the full period of class time. You are responsible for their safety..

You should not bring personal work into the classroom such as newspapers, books, letter writing, knitting, etc.. Remember your job is to help the students as much as possible.

If you are assigned to one class for several consecutive days, plan carefully to insure that the students have a meaningful learning experience.

Substitutes are paid on an hourly basis. You should verify with the school principal or substitute contact the hours you are expected to work. You are expected to fulfill any duty station assignments outside the classroom that the regular teacher would normally have covered.

You are liable for the students in your classroom. If an emergency arises, please contact the administration or the front office to have the class covered. This applies for even a short absence from the room.

Closing the School Day

You should not leave the classroom until you have dismissed all students from the room. Do not leave the school until the regular teacher day is completed.

You should leave a summary of work completed and a record of any unusual problems encountered for the regular teacher. (See appendix for MIS24001 form).

You should place with your summary all communications, notices, notes, etc., encountered during the day.

You should close windows, adjust shades and leave the classroom and teacher's desk in good order or as directed.

You should place collected and/or graded papers in the teacher's desk.

You should return materials, books and keys to the proper place.

You should verify that all windows and doors are secured and locked.

Please turn off the heat or air conditioning if possible.

You should check with the office to determine if your services will be required for the following day.

RESPONSIBILITIES OF THE REGULAR TEACHER

It is the responsibility of the regular teacher to provide the following in the classroom:

Each teacher will report his/her anticipated absence to the appropriate person at the earliest possible hour as designated by the school's procedure.

Each teacher will orient his/her students to their expected behavior when a substitute teacher is required. This orientation should be reviewed several times during the school year.

Each teacher will leave complete lesson plans for the substitute teacher. Notify the principal if lesson plans are not provided.

Each teacher will leave materials where they are readily available and easily found by the substitute.

At the beginning of each school year/semester, each teacher will update a Substitute Folder to include the following:

- Daily attendance procedures;
- Class roster or seating chart;
- Location of needed keys;
- Policy for handling school money;
- Fire and tornado drill procedures as well as emergency procedures including manmade and natural events;
- Day and time of special classes for the entire class, as well as for individuals;
- Special needs of any students - health, learning disabilities, etc.;
- Policy for dismissing a student from the classroom or building (restroom passes, locker passes, clinic passes, etc.);
- Names of other teachers who are familiar with your plans and your procedures;
- Appropriate textbooks and location of teacher's editions;
- Discipline plans or policies; and
- Safety and accident report procedures.

Each teacher will evaluate the services of the Substitute Teacher upon returning to the class and report to the Principal. (See appendix for MIS24003 form)

RESPONSIBILITIES OF THE PRINCIPAL OR DESIGNEE FOR SUBSTITUTE TEACHERS

It is the responsibility of the principal/designee to provide the following at the school.

Utilize only those substitute teachers who have been approved for substitute teaching.

Inform the substitute teacher of physical facilities to be used during the day.

Instruct the substitute teacher in evacuation procedures, safety policies and accident report procedures.

See that the substitute teacher has access to or is assigned, a set of keys that can lock any particular area in which they may be assigned.

See that the substitute has access to materials and supplies which will be needed.

See that the substitute teacher will have any special help and support which may be needed.

Instruct and follow through to see that the regular teacher has materials organized and available for the substitute teacher.

Respect the substitute teacher as an important member of the staff and seek to establish this atmosphere in the school among teachers, office personnel and students.

Assign non-classroom duties (i.e. hall duty, bus duty, etc.) to the substitute teacher.

Evaluate the performance of the substitute teacher and inform the Division of Human Resources as required.

Introduce the substitute teacher to regular teachers next door or in surrounding classrooms.

HELPFUL DO'S FOR THE SUBSTITUTE TEACHER

Do dress professionally.

Do report to the assigned school on time.

Do report to the Main Office when you arrive at school and before you leave at the end of the day.

Do introduce yourself to the class and write your name on the board.

Do follow, as completely as possible, the classroom teacher's lesson plans.

Do have some ideas in mind for the class activities in the event that no plans are available or plans need to be altered.

Do remember that you are responsible for the safety of the students in your classroom.

Do familiarize yourself with all safety and security procedures and evacuation routes.

Do see that the room, equipment, and other materials are left in proper order.

Do complete the Close of Day Report for the teacher regarding the day's activities. (See appendix for MIS24001)

Do request further assignments from the administrator you report to if you desire to work in the school again.

HELPFUL DON'TS FOR THE SUBSTITUTE TEACHER

Don't forget you are employed to see that the teaching process continues with a minimum of confusion.

Don't deviate from lesson plans unless it is absolutely necessary. Leave notes for the teacher.

Don't compromise your position by discussing other county schools with teachers or other employees.

Don't be lax in discipline or control in the classroom. Know what the school policy on discipline is, and follow it.

Don't be afraid to seek information from teachers, administrators or staff about the operation of the school.

Don't use materials or equipment with which you are unfamiliar.

Don't forget every school has a schedule for lunch, resource classes, etc.. **FOLLOW IT!**

Don't forget to leave a written report of the day's activities for the teacher. (See appendix for "Close of Day Report", MIS24001).

Don't release any child to strangers, relatives, police, or any person without permission from the principal.

Don't forget to report to an administrator and the regular teacher any unusual situations which may have erupted during the day.

Don't use nicknames or middle names when signing in. Always use your name as it is listed in the Division of Human Resources.

Do not leave the class unsupervised at any time. Ask the front office or an administrator for help if you need to leave the room.

Do not leave school issued keys unsecured. Issued keys should be on your possession at all times. If issued keys are lost, please report the incident immediately to the school administration.

ETHICS FOR THE SUBSTITUTE TEACHER

All substitute teachers must become knowledgeable of the Code of Ethics. The Code of Ethics is a Florida Statute that regulates appropriate behavior for the classroom teacher. In Clay County it also applies to substitute teachers. The following points are stressed for your information:

All records should be considered confidential.

Avoid talking about conditions in one school while serving in another.

Do not use profanity, or make derogatory comments to students.

Dress professionally. Provocative attire is not appropriate.

Do not make comments regarding students or teachers to others. If you have suggestions or criticisms, see the Principal.

Accept the help of regular staff members.

Respond to calls for your services unless there is an emergency.

Notify the Substitute Teacher office when you are no longer available for substitute teaching.

Provide supervision, instruction and safety to the students.

Maintain a professional relationship with the students, parents and school staff.

Access to the internet is to be considered a tool for teaching. It is not meant for personal use. Students who have access to the internet at school must be monitored.

You are liable for the safety and well-being of all students in the classroom where you are substituting. It is your responsibility to know the safety, security and evacuation procedures appropriate to your teaching assignment.

You have been given a copy of the Code of Ethics during your substitute teacher pre-employment. If you have misplaced it, contact Human Resources for a copy. (284-6500 extension 4845)

TEACHER AND STAFF GENERAL LIABILITY

Florida State Statute Number 768.28(9) (a) states:

"No officer, employee, or agent of any of its subdivisions (counties, etc.) shall be held personally liable in tort or named as a part defendant in any action for any injury or damaged suffered as result of any ACT, event, or omission of action in the scope of his or her employment or function, unless such offices, employee or agent acted in bad faith or with malicious purpose or be a manner exhibiting wanton and willful disregard of human rights, safety, or property."

This statute provides that the employee (teacher, administrator, staff), is exempted from being named in liability suits if such persons ACT within the scope of their assigned duties as an employee, unless they acted in bad faith or with malicious purpose, etc. The Clay County School Board has liability insurance for such liability and would be named in such litigation.

EXEMPTION FROM LIABILITY

All school personnel shall be exempt from civil liability when reporting in good faith to the proper school authority suspected unlawful use of possessions, or sale of drugs by students. Only a principal or his/her designee shall contact a parent or legal guardian of a student regarding this situation.

LIABILITY COVERAGE FOR PERSONS DRIVING PERSONAL VEHICLES ON COUNTY SCHOOL BOARD BUSINESS

Those persons driving personal vehicles on County School Board business should be aware that they are primary insurers in case of any accidents. The personal vehicle insurance would be the primary claim. the County School Board employee would be covered by Worker's Compensation if on official approved business. However, any damages to vehicles or to individuals would be covered by the personal vehicle insurance. State Statute 768.28 (92), ***The individual employee of the school board shall not be held personally liable in tort or named as a party defendant if the employee acted within the scope of his or her employment. If the employee acted in bad faith with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, or property, then he or she is personally liable.***

The exemption stated above does not make your spouse or someone else who may be named as the owner or co-owner of the vehicle exempt from suite. Only the employee is exempted from tort when operating within the jurisdiction of his or her employment.

CLAY COUNTY SCHOOL BOARD REFERENCE SHEET
HOW TO AVOID CHARGES OF:

✓ Child Abuse or Neglect ✓ Sexual Molestation ✓ Assault, Battery or Both

When acting in your official capacity as a public school employee:

- 1) Maintain a professional barrier between you and students. You are the adult, the leader and the professional; act like the expert, not like another one of the "kids."
- 2) Keep the door open when talking with students in any room, office or classroom.
- 3) Refer students to the appropriate resource person for counseling and/or discussions about personal matters. Do **NOT** take on these responsibilities unless you have been trained and hired to do so.
- 4) Do **NOT** flirt with students.
- 5) Do **NOT** discuss your own personal life or personal matters with students. Do **NOT** discuss your husband, wife, girlfriend, boyfriend or dates with students.
- 6) When transporting students, coordinate transportation ahead of time and use school or mass transportation. If an emergency requires that you transport a student in your vehicle, ask a co-worker to accompany you.
- 7) Make sure students in your care are adequately supervised at all times.
- 8) Keep your hands and other parts of your body to yourself.
- 9) Walk away from a student if you are too angry to stay in control of yourself and the situation.
- 10) Do **NOT** grab, shake, pinch or hit any student on any part of his/her body.
- 11) Use verbal praise and reinforcement.
- 12) Know your school policies governing corporal punishment. Treat each student with respect. Know the students' rights.
- 13) Chaperone only school-sponsored functions. Do **NOT** socialize with students.
- 14) Do **NOT** drink alcoholic beverages in front of students.
- 15) Do **NOT** take children home with you.

- 16) Do **NOT** make telephone calls or write notes of a personal nature to students.
- 17) Do **NOT** harass students; respect their differences. What you intend as humor may, in fact, be cultural bias or harassment.
- 18) Do **NOT** humiliate students. Do **NOT** call students names of any sort or use inappropriate language with or in front of them.
- 19) If you are a teacher, establish a policy regarding your behavior management system. Give a written explanation of it to students and parents at the beginning of the year or when they begin your class.
- 20) Do **NOT** assume responsibilities for which you have not been hired or trained.
- 21) Remember that you are viewed by the public as a school board employee 24 hours per day.
- 22) Dress and act appropriately and professionally. You are a role model in the community as well as in the school; be a good example for students.
- 23) Use common sense and good judgment. Ask yourself if your comments or actions could be taken out of context and/or misinterpreted.
- 24) Avoid putting yourself in a position where you have to defend, explain or justify your behavior or actions. Avoid putting yourself in a position where it's your word against another person's word.

REMEMBER: "It should be noted that educators are held to a more rigorous moral standard than other professionals because of their role in education children." (*Adams v. State Professional Practices Council, 406 So. 2d 1170 (Fl. 1st DCA 1981)*). In Clay County, we are **all** considered "educators" - instructional, support and administrative employees.

"A school teacher holds a position of great trust. We entrust the custody of our children to the teacher. We look to the teacher to educate and to prepare our children for their adult lives. To fulfill this trust, the teacher must be of good moral character; to require less would jeopardize the future lives of our children..." (*Tomerlin v. Dade County School Board, 318 So. 2d 159 (Fl 1st DCA 1975)*).

CLASSROOM MANAGEMENT/DISCIPLINE

Managing your classroom appropriately is extremely important in maintaining a flow of learning as well as creating a positive environment.

Many of the schools in the Clay County School System are using school wide discipline plans. The discipline plan should be followed consistently and fairly. It is important for substitute teachers to uphold this plan. Please check with the principal of the school's procedures contained in the school's discipline plan.

These are some suggestions that may help make the day go smoother!!

Put your name on the board and tell the students a little bit about yourself.
(Become a real person to them.)

Review classroom procedures so that students are aware that you know what is normal routine procedure.

Give students an assignment if you need time for organizational/management activities. DO NOT LEAVE them to their own creative activities. Most teachers have an introductory activity to be completed while taking role.

Use seating chart or class list to familiarize yourself with student names.

Have a sense of humor. Humor can give a student an out and defuse an otherwise explosive situation.

Avoid power struggles!! **No One Wins!!**

Follow the class procedures/rules. Enforce them. Respond to the first infraction. Be pro-active. Anticipate problems. If you see a disruption brewing try to defuse it. Call on the student to participate in the lesson. Move closer to the student; and give assistance to get student on task.

Be familiar with the schedule and follow it.

Ask for assistance if needed.

Try to end the class on a positive note. Make suggestions on how the class could assist their learning in the future. Follow this by telling the students what went well about the class. Ask for their input also.

Unfortunately, if a situation arises in the classroom, you may need to call for assistance. Your school staff will advise you of this process. You may also need to send a student to the office using a discipline referral form.

Note: The Discipline Referral form is MIS32407 and should be completed and sent/given to the front office. Be sure to fold and staple this form if a child is taking it to the office.

CORPORAL PUNISHMENT

Please remember that corporal punishment is not used in the classroom. Most of the schools in the Clay County School System reserve the right to administer Corporal Punishment. Corporal Punishment may only be administered by the Principal or an Administrator. Substitute teachers should refer students using the appropriate discipline referral form.

CHILD ABUSE REPORTING

All employees and agents of the Clay County School District are authorized and mandated by Florida Statute 1006.061 to report all actual or suspected cases of child abuse, abandonment, or neglect to the Department of Children and Families (DCF), Central Abuse Hotline 800-962-2873, and to provide DCF with the necessary information to pursue such complaints. Employees have immunity from liability if they report such cases in good faith.

SAFE CRISIS MANAGEMENT

At times it may be necessary to restrain students who become violent or endanger others. Many regular Clay County teachers have been trained in Safe Crisis Management, a specific restraint procedure. Substitute teacher should not implement any physical restraint procedures but should instead notify the school administration if assistance is needed.

STANDARD SAFETY AND SECURITY PROCEDURES FOR SUBSTITUTE TEACHERS

Reporting of Safety Hazards

Each substitute teacher is a safety and security inspector who should routinely inspect his/her room and equipment for safety hazards or potential safety hazards. You are responsible for the safety of your students and yourself. Do not hesitate in reporting any concerns you find. (Example: Blocked exits or broken door locks)

Each school has a safety officer who will investigate student accidents. Advise the safety officer of any unsafe acts or conditions.

Prohibited Materials on Campus

There are many materials that cannot be brought onto a school campus. Most are pesticides, petroleum products, and other items considered to be carcinogenic. The School Board is required to have a Materials Safety Data Sheet (MSDS) on all toxic substances that have a potential hazard. Be sure you get your principal's approval prior to bringing any toxic items on campus.

Laboratory (chemistry, biology, physics, physical science, and science)

Substitute teachers must be familiar with the Science Safety Manual, if they are to supervise students in a laboratory setting. This manual is especially important to laboratory substitute teachers. It is very explicit on the proper safety procedures to follow. Request a copy from the school if one is not given to you. You won't need the Safety Manual if your students do not perform laboratory tasks.

Accident Reporting

A Student Accident Form is used to report all student accidents. You must fill out the accident form if the student is hurt while under your supervision. You must sign the form at the bottom whether you saw the accident or not. Read the top of the form where the instructions are. Fill the form out as completely as possible. (see appendix for MIS23601)

To report a student injury requiring medical attention, the substitute teacher should send the student to the clinic. The substitute teacher may take the student or have someone accompany the student (according to the severity of the injury) to the clinic. Report immediately to the office and clinic if the injury requires immediate emergency medical attention. Student back injuries should be called in, and the student should not be moved. Have the clinic nurse come to the scene, specifically if the injury occurred on the athletic field. Do not take the student's words that, "I'm all right". You cannot be too cautious or careful with injuries.

Each school has a list of school personnel trained in CPR and First Aid that each substitute should be aware of. Request a copy of this list if one is not given to you.

Each school has a clinic or first aid kit for emergency medical treatment. Be sure you know where they are and how to find the kit or get in touch with the clinic.

Various Emergency Code Identification or Audible Alarms - Given over intercom

Each substitute teacher should question the principal, the supervisor, or the teacher assigned to assist and guide him/her concerning the various emergency codes used to alert each teacher of a pending emergency situation. Please locate the color coded **Emergency Procedures Quick Reference Guide** in your room. If one cannot be found, please inquire of the school administrator.

During a medical emergency - Person down-respond if close to area or room. Otherwise, continue your class.

During a fire drill or in case of fire - Fire alarm will be sounded. Evacuate the building. There is an evacuation plan posted in each room. Take time to review prior to an alert. When you are assigned a room, make sure you know the plan of evacuation.

For a security lock down - Close and lock windows and classroom doors. Close all window blinds. There is an intruder on the campus. Do not open your door for anyone you do not know.

"Tornado Watch"-Announced over intercom or bullhorn-the signal will not be the same as a fire drill. There is a chance of dangerous winds; possibly a tornado. Stay in your room and wait for further instructions. Be sure that your students know what to do if a tornado happens. Move all students to the inside walls of the northeast corner of a building, if possible. Most tornados come from the southwest. Have your students kneel on the floor face down with hands over their heads as close to the inside walls as possible. Evacuate ONLY if directed to do so by the school office to an assigned area in the permanent building.

"Tornado Warning"-Announced over intercom or another prearranged signal will be given by the office if the intercom is not working. A tornado has been spotted. Instructions will be given to evacuate students in "portable buildings" to the permanent building. Move students into the permanent buildings into small rooms, ONLY if time permits. Otherwise, move students away from the middle of the room.

Student Safety Violations

Safety violations should be disciplined severely and immediately. Lack of discipline or lack of correcting safety violations makes liability defense of student injuries practically impossible. Continuous corrective action and discipline of safety makes your own students your best witnesses, if the need ever arises.

RESOURCES

These videos are available for viewing at the Clay County School System offices. Please call Janey Ledford, 284-6500 extension 4845 to arrange for viewing.

VIDEO TAPES/CD

- "Discipline with Dignity" - Madeline Hunter (29 minutes)
- "Discipline with Dignity" - Curin & Mendler, Series of 3 video tapes.
- "Substitutes - Planning for Productivity and Consistency" - Sprick & Howard, 2 video tapes
- "Sub Orientation - Intro for Substitute Teachers on How To Be Successful in the Classroom" - Teaching Institute, Utah State University
- "How Difficult Can This Be" - The F. A. T. City Workshop PBS Video
- "Classroom Management" - Teaching Institute, Utah State University

BOOKS

- "Successful Subbing" - Carol Fuery
- "Substitute Teaching - Handbook for Hassle-Free Subbing" - Barbara Pronin
- "Substitute Teacher's Handbook - Activities for Kindergarten through Grade Six" - Mary Frances Redwine
- "Substitute Teacher's Handbook, Secondary 9-12" - Utah State University
- "Mastering the Art of Substitute Teaching" - S. Harold Collins
- "Substitute Ingredients" - S. Harold Collins
- "Classroom Management for Substitute Teachers" - S. Harold Collins

You may check out books by contacting Janey Ledford, 284-6500 extension 4845.

CLAY COUNTY SCHOOL SYSTEM INSERVICE

Substitute teachers may attend any inservice workshop (space available) during the year. Substitutes may not be paid for attending workshops. An inservice calendar schedule is posted on all school bulletin boards, the bulletin board in Human Resources and in the substitute teacher office in Human Resources.

For program descriptions and/or to register for the workshop, contact the person listed as the "Contact" on the inservice calendar posting.

CERTIFICATION

If you currently hold a Florida Educator's Certificate and it requires renewal or if you have questions regarding your certificate, contact the certification office in Human Resources for assistance. (284-6500 extension 6513)

RENEWAL OF SUBSTITUTE STATUS

Substitute teachers are eligible for renewed status if the following conditions have been attained:

- 1) A satisfactory overall evaluation has been achieved;
- 2) Any complaints from school personnel have been satisfactorily resolved;
- 3) Any additional Clay County School Board, State, and Federal requirements have been met.

Substitute teachers must sign Appointment letters annually in order to be listed for the next school year. These letters will be mailed out at the end of the current school year. If you do not receive the Appointment letter, please telephone the substitute teacher office in the Division of Human Resources.

NOTE: IF YOU DID NOT HAVE ANY EARNINGS AS A SUBSTITUTE TEACHER, YOU WILL BE REQUIRED TO HAVE YOUR FINGERPRINTS PROCESSED AGAIN AT YOUR OWN EXPENSE.

NOTIFICATION TO SCHOOLS

The schools utilize a computerized list for substitute teacher selection; therefore, it is essential that your school selection form reflect the schools where you wish to substitute. Principals and their designees are requested NOT to call anyone who is not officially on their computer roster and reimbursement to persons utilized outside of these procedures will not be guaranteed. Should you no longer be interested in substituting, please contact the Division of Human Resources to have your name withdrawn from the list.

Once you have received your official substitute identification card, you may want to visit the schools in which you are interested and introduce yourself to the person responsible for calling substitutes.

REMOVAL FROM THE SUBSTITUTE TEACHER ROSTER

You may be removed from the substitute teacher roster upon recommendation of the Superintendent or his/her designee. Among the reasons for removal are the following:

WORK PERFORMANCE & PROFESSIONAL CONDUCT

- Unsatisfactory performance of duties
- Unprofessional conduct, dress
- Failure to report to work
- Refusal to carry out a principal's instructions
- Mistreatment of students or staff
- Disclosure of confidential student information
- Poor public relations with the community
- Misuse of the computer and internet

OTHER REASONS ARE

- Never worked during the current school year
- Unavailability for assignments

NOTE: Once a substitute has been inactivated, he/she must be fingerprinted again, at his/her own expense.

SUBSTITUTE TEACHER SALARY SCHEDULE FOR 2007-2008

EFFECTIVE 09/04/07

High School Diploma \$11.00

*With additional \$.50 \$11.50

Associate's Level Degree or 60 semester hours . \$13.44

*With additional \$.50 \$13.94

Bachelor's Level Degree \$14.66

**With current certificate \$15.66

*Previous year, earned six semester hours toward Associate's or Bachelor's degree, an additional \$.50 per hour. Must have official transcripts each year.

**Valid Florida Educator's Certificate or Clay County School System Vocational Certificate, an additional \$1.00 per hour. Must have a true or notarized copy.

Long Term Substitute Teachers: (holding a Bachelor's or higher degree), for a least 11 days or more of consecutive days.

Bachelor's Degree \$23.46

Master's Degree \$24.71

Specialist's Degree \$25.15

Doctor's Degree \$25.52

MISCELLANEOUS SALARIES

Compensation for substitute teachers shall be: (all daily rates are rounded to the nearest dollar based on a 7.83 hour work day. The following rates became effective 9/04/2007).

I. Substitute Teachers

Substitute teachers shall be paid in accordance with the degree earned, as noted below, from a university or college that has been accredited from one of the five regional accrediting agencies. Substitute teachers will be paid for the hours that they work during the day only, and on the following schedule:

1. Substitute teachers holding at least a Bachelor's degree will earn 60% of the daily rate of a beginning salary for classroom teachers. For 2007-2008, the hourly rate is \$14.66. Note: This rate is also appropriate for Clay County vocational teachers who held a valid Florida Educator's certificate or a Clay County Vocational certificate.
2. Substitute teachers holding an Associate's degree (or the 60 semester-hour equivalent) will earn 55% of the daily rate of a beginning salary for classroom teachers. For 2007-2008, the hourly rate is \$13.44.
3. Substitute teachers holding only a high school degree will earn 45% of the daily rate of a beginning salary for classroom teachers. For 2007-2008 the hourly rate is \$11.00.
4. Substitute teachers who have earned six semester hours toward the Associate or Bachelor degree in a given school year will earn an additional \$.50 per hour for the next school year.
5. Teachers who hold a valid Florida Educator's Certificate or who hold a Clay County School System Vocational Certificate will be paid an additional \$1.00 per hour to their hourly rate.

II. Long Term Substitute Teachers

A substitute teacher who holds at least a Bachelor's degree may be asked to do a long-term assignment (eleven to sixty days for the same teacher). The long-term substitute teacher is paid by the hour at the following rates:

1. Long-term substitute teachers holding a Bachelor's degree or Clay County School System Vocational Certificate will earn 96% of the daily rate of a beginning classroom teacher at the Bachelor's degree level. For 2007-2008, the hourly rate is \$ 23.46.
2. Long-term substitute teachers holding a Master's degree will earn 96% of the daily rate of a beginning classroom teacher at the Master's degree level. For 2007-2008, the hourly rate is \$ 24.71.
3. Long-term substitute teachers holding a Specialist's degree will earn 96% of the daily rate of a beginning classroom teacher at the Specialist's degree level. For 2007-2008, the hourly rate was \$25.15.
4. Long-term substitute teachers holding a Doctorate degree will earn 96% of the daily rate of a beginning classroom teacher at the Doctorate level. For 2007-2008, the hourly rate is \$25.52.

.....

COMPENSATION

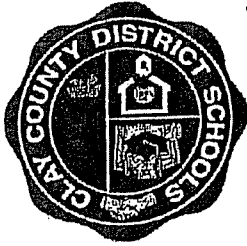
Substitute teachers are employed on an hourly basis and are paid an hourly rate, based on their highest level of education. The highest degree recognized for daily substituting is a Bachelor's degree, all other higher degrees are recognized on Long Term substituting only. Substitute teachers are hourly as needed, with no guarantee of hours, and no benefits. Substitute teachers are paid twice a month, the 15th and the last day of the month and are paid only for the hours they have worked. Pay for hours worked during the pay period will be combined in one check even though work might be performed at more than one site. Paychecks for substitute teachers are mailed to their home address.

NOTE: Substitute teachers are not members of the Florida Retirement System. Therefore, each substitute teacher makes a contribution to the FICA Alternative Plan at a rate of 7.50% and to Medicare at a rate of 1.45%. Those retired under the FRS, make a contribution to Medicare only, at a rate of 1.45%. See the next page for additional information.

CHANGE IN DEGREE/CERTIFICATE STATUS FOR SUBSTITUTE TEACHERS

Any change of degree status for Substitute Teachers which would result in higher pay must be requested by the affected substitute teacher. Such higher pay will be credited on the salary schedule on the date the degree was conferred as indicated on the official transcript reflecting such degree. No pay shall be rendered to the substitute teacher until the Human Resources Division has received the transcript and the request for higher pay. In no event shall such pay be rendered sooner than the school year request or after the end of the current school year.

Higher pay for a valid Florida Teaching Certificate will be rendered from the date it is received by the Human Resources Division. In no event shall such pay be rendered sooner than the school year request, or after the end of the current school year.



David Owens
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY BOARD MEMBERS

Business Affairs Division
900 Walnut Street
Green Cove Springs, FL 32043

Telephones:

904/284-6500 (GCS) 904/272-8100 (OP)
1-888-633-2529 (KH)
FAX 904/284-6525 TDD 904/284-6584

Carol Vallencourt
District 1
Carol Studdard
District 2
Charles Van Zant,
Jr.
District 3
Wayne Bolla
District 4
Lisa Graham
District 5

Dear Employee:

Starting January 1, 2000 those employees of Clay County School Board who are not covered by the state retirement system (i.e. FRS) will be covered by a special type of retirement plan called a **FICA alternative plan**. This program has many advantages. The enclosed employee overview lists details of the program. Below are some of the benefits to you:

- 1) You do not have to pay social security taxes while you are covered by this plan.
- 2) **Fairness & Safety:** You will have an account in your name into which your contributions will go, and from which distributions can be paid only to you. A competitive rate of interest is paid to your account every month. Your plan is able to get a secure and higher rate of interest for each account than that which is available to individual investors. Investments are in only the highest quality interest bearing accounts available.
- 3) **Compatibility & Flexibility:** Any benefits which you have earned under any other retirement plan (or Social Security) will not be reduced by participating in this plan. Also, if you leave this plan for any reason before retirement, you can withdraw your account balance from this plan, or continue to save the funds for retirement.
- 4) **Tax Advantages:** The contributions to this plan are made with before-tax money. This is the least expensive way to save for retirement. No taxes are paid on the earnings in the plan until they are withdrawn. Over a period of time you can accumulate a very significant retirement benefit under this plan.
- 5) **Statements:** You will receive statements showing the activity in your account. This allows you to confirm the accuracy and benefit of the plan.

Please note, you will continue to pay the medicare taxes which are matched by the School Board.

If you have any questions concerning this new program, please contact the plan administrator, BENCOR, at 1-888-258-3422. Their staff is prepared to assist you with any questions you may have about the plan.

" An Equal Opportunity Employer "

Below you will find a list of the most commonly asked questions that many of our substitutes ask on a regular basis. We thought that this information might be helpful to you for future reference.

Your Payroll Department

MOST COMMONLY ASKED QUESTIONS BY OUR SUBSTITUTE EMPLOYEES ABOUT THE FICA ALTERNATIVE PROGRAM

(NOTE: If you are a re-hired retiree returning as a substitute, this program does NOT affect you. If you have been enrolled in error, please notify the Payroll Department immediately.)

1. *How may I get back into social security?*

Answer: As long as you are in a position that is not covered by the Florida Retirement System, you may not opt out of the program. This is a mandatory program and your participation is required.

2. *Does the School Board contribute to the program as well?*

Answer: No. Only the employee funds the program.

3. *Will I get credit towards Social Security by being in this program?*

Answer: No. In order for you to get credit for Social Security, you must pay into the program.

4. *What if I am only a few credits away from being vested with Social Security?*

Answer: You may need to seek employment within private industry as well to secure the necessary credits to be vested with Social Security.

5. *What happens to my account should I terminate employment?*

Answer: You will have several options. You may leave your account open. You may have the funds rolled into another "qualified" retirement plan (see #8). You may take the funds in a cash distribution. Should you choose the last two options, you may obtain the Distribution Request Form from the payroll department.

6. *What happens to my account if I accept a full time position with the school district?*

Answer: If you accept a position with the school board that is covered by the Florida Retirement System, you will no longer be contributing funds into the FICA ALTERNATIVE PROGRAM. You should be eligible for the same options as if terminating from a substitute position (see #5). Discuss your options with BENCOR specialist at 1-888-258-3422.

7. *Are there any fees connected to this program that I should be aware of?*

Answer: All charges have been eliminated. There are no longer check writing or inactive account fees. All distribution fees have been eliminated as well.

Lump sum distributions made to you from your account may be subject to IRS penalties of 10% if taken before age 59 ½. You will be provided with a yearly statement of your account each year.

8. *If I terminate and want to transfer my funds to another qualified retirement plan, what should I do?*

Answer: Upon termination of employment, should you desire to move your money to another qualified account or withdraw the funds, please contact the Payroll Department for a Distribution Request form. The forms should be completed and returned to the Payroll Department for certifying termination. Once completed, the forms will be sent to BENCOR. There is a 3-month waiting period before your distribution will begin to be processed. So the sooner you notify your employer of your termination, the sooner you will have access to your funds.

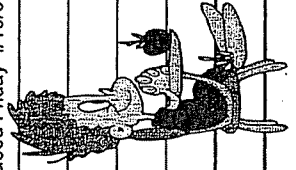
CLAY COUNTY SCHOOL BOARD
 PAYROLL CALENDAR
 SUBSTITUTE AND LONG TERM TEACHERS

PERIOD	BEGINNING DATE	ENDING DATE	PAYDAY
1	08/01/2008	08/15/2008	08/29/2008
2	08/18/2008	08/29/2008	09/15/2008
3	09/01/2008	09/12/2008 ⁷	09/30/2008
4	09/15/2008	09/26/2008	10/15/2008
5	09/29/2008	10/10/2008	10/31/2008
6	10/13/2008	10/24/2008	11/14/2008
7	10/27/2008	11/07/2008	11/21/2008
8	11/10/2008	11/20/2008	12/11/2008
9	11/21/2008	12/08/2008	12/18/2008
10	12/09/2008	12/18/2008	01/15/2009
11	12/19/2008	01/12/2009	01/30/2009
12	01/13/2009	01/23/2009	02/13/2009
13	01/26/2009	02/06/2009	02/27/2009
14	02/09/2009	02/20/2009	03/13/2009
15	02/23/2009	03/06/2009	03/31/2009
16	03/09/2009	03/20/2009	04/15/2009
17	03/23/2009	04/10/2009	04/30/2009
18	04/13/2009	04/24/2009	05/15/2009
19	04/27/2009	05/08/2009	05/29/2009
20	05/11/2009	05/22/2009	06/15/2009
21	05/25/2009	06/05/2009	06/30/2009

Clay County School Board Florida Youth Challenge Payroll Calendar 2008-2009

Official Work Week: Sunday-Saturday

PERIOD	MEM	FUND	BEGIN DATE	END DATE	DUE DATE	☺ PAYDAY	7/21/08 TO 6/15/09 PAY PERIOD IN MONTH	NON WORK NON PAID DAY	PAID HOLIDAYS	NOTES	
1	24	003	07/22/08	08/01/08	08/11/08	08/15/08	9				
2	23	004	08/04/08	08/15/08	08/25/08	08/29/08	10				
3	22	005	08/18/08	08/29/08	09/09/08	09/15/08	10			Insurance Deductions Begin	
4	21	006	09/01/08	09/12/08	09/24/08	09/30/08	10		Labor Day 9/01/08		
5	20	007	09/15/08	09/26/08	10/09/08	10/15/08	10				
6	19	008	09/29/08	10/10/08	10/27/08	10/31/08	10				
7	18	009	10/13/08	10/24/08	11/07/08	11/14/08	10			Planning Day 10/24/08	
8	17	010	10/27/08	11/07/08	11/17/08	11/21/08	10				
9	16	011	11/10/08	11/21/08	12/05/08	12/11/08	10		Veterans Day 11/11/08		
10	15	012	11/24/08	12/05/08	12/11/08	12/18/08	9	Thanksgiving Holiday 11/28/08	Thanksgiving Holiday 11/27/08	Planning Day 12/05/08	
11	14	013	12/08/08	01/02/09	01/09/09	01/15/09	2	Winter Break 12/8-12/24, 12/26-31, 1/2/09	Christmas Day 12/25/08 New Year's Day 1/01/09		
12	13	014	01/05/09	01/23/09	01/26/09	01/30/09	4	Winter Break 1/05/09-1/19/09			
13	12	015	01/26/09	02/06/09	02/09/09	02/13/09	10				
14	11	016	02/09/09	02/20/09	02/23/09	02/27/09	9	President's Day 2/16/09			
15	10	017	02/23/09	03/06/09	03/09/09	03/13/09	10				
16	9	018	03/09/09	03/20/09	03/25/09	03/31/09	10				
17	8	019	03/23/09	04/03/09	04/02/09	04/15/09	10				
18	7	020	04/06/09	04/17/09	04/24/09	04/30/09	10		Good Friday 4/10/09		
19	6	021	04/20/09	05/01/09	05/11/09	05/15/09	9	Student/Teacher Holiday 4/24/09		Planning Day 4/23/09	
20	5	022	05/04/09	05/15/09	05/22/09	05/29/09	10				
21-23	4-2	023-27	05/18/09	05/29/09	06/01/09	06/05/09	9	Memorial Day 05/25/09		(3) Summer Checks	
24	1	028	06/01/09	06/05/09	06/08/09	06/15/09	5			Planning Day 6/05/08	
							196	Total Paid Days			



SCHOOL DIRECTORY 2008-2009

Argyle Elem. **(AES)**
2635 Spence Plantation Blvd.
Orange Park, FL 32073
904-573-2357
Teresa Roman, Principal

Bannerman Learning Center**(BLC)**
608 Mill Street
Green Cove Springs, FL 32043
904-284-6589
Linda Turner, Principal

Charles E. Bennett Elem **(CEB)**
1 S. Oakridge Ave.
Green Cove Springs, FL 32043
904-529-2126
Monica Boccieri, Principal

Clay High **(CHS)**
2025 Highway 16 West
Green Cove Springs, FL 32043
904-529-2110
Pete McCabe, Principal

Coppergate Elem. **(CGE)**
2250 County Rd. 209 North
Middleburg, FL 32068
904-291-5598
David Nix, Principal

Clay Hill Elem.**(CHE)**
6345 CR 218
Jacksonville, FL 32234
904-289-7193
Evelyn Chastain, Principal

Doctors Inlet Elem. **(DIS)**
2634 CR 220
Doctors Inlet, FL 32030
904-213-3000
Anne Miller, Principal

Fleming Island Elem. **(FIE)**
4425 Lake Shore Drive
Orange Park, FL 32073
904-278-2020
Sandra Mead, Principal

Fleming Island High **(FIH)**
2233 Village Square Parkway
Fleming Island, FL 32003
904-278-5605
Sam Ward, Principal

Florida Youth Challenge Academy
Route 1 Box 550
Camp Blanding
Starke, FL 32091
904-682-4036

Green Cove Springs JH **(GCSJ)**
1220 Bonaventure Ave.
Green Cove Springs, FL 32043
904-529-2140
Dr. Saryn Hatcher, Principal

Grove Park Elem. **(GPE)**
1643 Miller Street
Orange Park, FL 32073
904-278-2010
Linda Braxton, Principal

Keystone Heights Elem. **(KHE)**
335 S. Pecan Street
Keystone Heights, FL 32656
352-473-4844
Mary Mimbs, Principal

Keystone Heights High **(KHH)**
900 S. W. Orchid Street
Keystone Heights, FL 32656
352-473-2761
Susan Sailor, Principal

Lake Asbury Elem. **(LAE)**
2901 Sandridge Road
Green Cove Springs, FL 32043
904-291-5440
Jacqueline Cory, Principal

Lake Asbury Junior High **(LAJH)**
2851 Sandridge Road
Green Cove Springs, FL 32043
904-291-5582
Ed Paulk, Principal

Lakeside Elem. **(LSE)**
2752 Moody Road
Orange Park, FL 32073
904-213-2966
John Schlichtman, Principal

Lakeside JH **(LSJ)**
2750 Moody Road
Orange Park, FL 32073
904-213-2980
Randy Oliver, Principal

MaRae Elem. **(MRE)**
6770 CR 315
Keystone Heights, FL 32656
352-473-5686
Marcus Dooley, Principal

Middleburg, Elem. **(MBE)**
3958 Main St., SR 21
Middleburg, FL 32068
904-291-5485
Becky Wilkerson, Principal

Middleburg High **(MBH)**
3750 CR 220
Middleburg, FL 32068
904-291-5450
David Broskie, Principal

Montclair Elem. **(MCE)**
2398 Moody Road
Orange Park, FL 32073
904-278-2030
Bill Miller, Principal

Oakleaf School **(OLS)**
4085 Plantation Oaks Blvd.
Orange Park, FL 32065
904-291-7380
Larry Davis, Principal

Oakleaf Village Elem. **(OVS)**
410 Oakleaf Village Parkway
Orange Park, FL 32073
904-291-5458
Colette Wyant, Principal

Orange Park Elem. **(OPE)**
1401 Plainfield Ave.
Orange Park, FL 32073
904-278-2040
Jane Bromagen , Principal

Orange Park High **(OPH)**
2300 Kingsley Ave.
Orange Park, FL 32073
904-272-8110
Treasure Pickett, Principal

Orange Park JH **(OPJ)**
1500 Gano Ave.
Orange Park, FL 32073
904-278-2000
James Young, Principal

SCHOOL DIRECTORY 2008-2009

Argyle Elem. **(AES)**
2635 Spence Plantation Blvd.
Orange Park, FL 32073
904-573-2357
Teresa Roman, Principal

Bannerman Learning Center**(BLC)**
608 Mill Street
Green Cove Springs, FL 32043
904-284-6589
Linda Turner, Principal

Charles E. Bennett Elem **(CEB)**
1 S. Oakridge Ave.
Green Cove Springs, FL 32043
904-529-2126
Monica Bocchieri, Principal

Clay High **(CHS)**
2025 Highway 16 West
Green Cove Springs, FL 32043
904-529-2110
Pete McCabe, Principal

Coppergate Elem. **(CGE)**
2250 County Rd. 209 North
Middleburg, FL 32068
904-291-5598
David Nix, Principal

Clay Hill Elem.**(CHE)**
6345 CR 218
Jacksonville, FL 32234
904-289-7193
Evelyn Chastain, Principal

Doctors Inlet Elem. **(DIS)**
2634 CR 220
Doctors Inlet, FL 32030
904-213-3000
Anne Miller, Principal

Fleming Island Elem. **(FIE)**
4425 Lake Shore Drive
Orange Park, FL 32073
904-278-2020
Sandra Mead, Principal

Fleming Island High **(FIH)**
2233 Village Square Parkway
Fleming Island, FL 32003
904-278-5605
Sam Ward, Principal

Florida Youth Challenge Academy
Route 1 Box 550, Camp Blanding
Starke, FL 32091
Mike Wingate, Principal
904-682-4036

Green Cove Springs JH **(GCSJ)**
1220 Bonaventure Ave.
Green Cove Springs, FL 32043
904-529-2140
Dr. Saryn Hatcher, Principal

Grove Park Elem. **(GPE)**
1643 Miller Street
Orange Park, FL 32073
904-278-2010
Linda Braxton, Principal

Keystone Heights Elem. **(KHE)**
335 S. Pecan Street
Keystone Heights, FL 32656
352-473-4844
Mary Mimbs, Principal

Keystone Heights High **(KHH)**
900 S. W. Orchid Street
Keystone Heights, FL 32656
352-473-2761
Susan Sailor, Principal

Lake Asbury Elem. **(LAE)**
2901 Sandridge Road
Green Cove Springs, FL 32043
904-291-5440
Jacqueline Cory, Principal

Lake Asbury Junior High **(LAJH)**
2851 Sandridge Road
Green Cove Springs, FL 32043
904-291-5582
Cathy Richardson, Principal

Lakeside Elem. **(LSE)**
2752 Moody Road
Orange Park, FL 32073
904-213-2966
John Schlichtman, Principal

Lakeside JH **(LSJ)**
2750 Moody Road
Orange Park, FL 32073
904-213-2980
Randy Oliver, Principal

MaRae Elem. **(MRE)**
6770 CR 315
Keystone Heights, FL 32656
352-473-5686
Marcus Dooley, Principal

Middleburg, Elem. **(MBE)**
3958 Main St., SR 21
Middleburg, FL 32068
904-291-5485
Becky Wilkerson, Principal

Middleburg High **(MBH)**
3750 CR 220
Middleburg, FL 32068
904-291-5450
David Broskie, Principal

Montclair Elem. **(MCE)**
2398 Moody Road
Orange Park, FL 32073
904-278-2030
Bill Miller, Principal

Oakleaf School **(OLS)**
4085 Plantation Oaks Blvd.
Orange Park, FL 32065
904-291-7380
Larry Davis, Principal

Oakleaf Village Elem. **(OVS)**
410 Oakleaf Village Parkway
Orange Park, FL 32073
904-291-5458
Colette Wyant, Principal

Orange Park Elem. **(OPE)**
1401 Plainfield Ave.
Orange Park, FL 32073
904-278-2040
Jane Bromagen, Principal

Orange Park High **(OPH)**
2300 Kingsley Ave.
Orange Park, FL 32073
904-272-8110
Treasure Pickett, Principal

Orange Park JH **(OPJ)**
1500 Gano Ave.
Orange Park, FL 32073
904-278-2000
Dr. James Young, Principal

Paterson Elem. **(PES)**
5400 Pine Ave.
Orange Park, FL 32073
904-278-2078
Terry Grieninger, Principal

W. E. Cherry Elem. **(WEC)**
420 Edson Drive
Orange Park, FL 32073
904-278-2050
Angela Whiddon Principal

RideOut Elem. **(ROE)**
3065 Apalachicola Blvd.
Middleburg, FL 32068
904-291-5430
Laura Johnson, Principal

Wilkinson Elem. **(WES)**
4965 CR 218 West
Middleburg, FL 32065
904-291-5420
Jeff Umbaugh, Principal

Ridgeview Elem. **(RVE)**
421 Jefferson Ave.
Orange Park, FL 32065
904-213-2952
Ruth Casias, Principal

Wilkinson JH **(WJH)**
5025 CR 218 West
Middleburg, FL 32068
904-291-5500
Dr. David McDonald, Principal

Ridgeview High **(RVH)**
466 Madison Ave.
Orange Park, FL 32073
904-272-3003
John Westmoreland, Principal

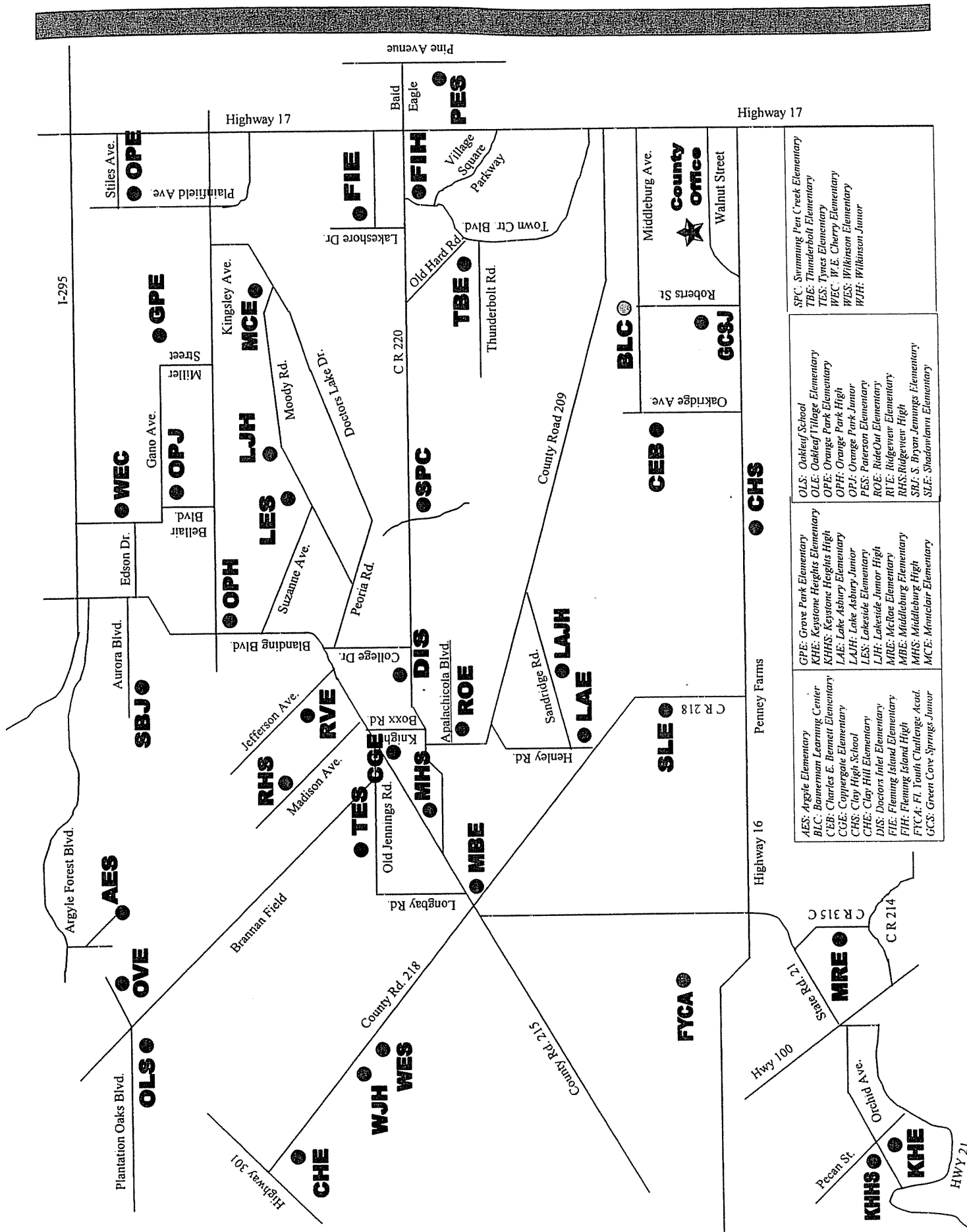
S. B. Jennings Elem. **(SBJ)**
215 Corona Drive
Orange Park, FL 32073
904-213-3021
Dana Archibald, Principal

Shadowlawn Elem. **(SLE)**
2945 County Rd. 218
Green Cove Springs, FL 32043
904-529-1007
Dale Eichhorn, Principal

Swimming Pen Creek Elem **(SPCE)**
1630 Woodpecker Lane
Middleburg, FL 32068
904-278-5707
Lenore Paulk, Principal

Thunderbolt Elem. **(TBE)**
2020 Thunderbolt Rd.
Orange Park, FL 32073
904-278-5630
DeeDee Phillips, Principal

Tynes Elem. **(TES)**
1550 Tynes Blvd.
Middleburg, FL 32068
904-291-5400
Jenny Newhall, Principal



APPENDICES

Requirements for Substitute Teachers

Substitute teaching applicants must complete, prior to employment, an initial orientation/training program. This will be conducted during your pre-employment. The areas to be covered include the following:

- 1.) school district policies and procedures addressing school safety and security procedures;
- 2.) educational liability laws;
- 3.) professional responsibilities and
- 4.) ethics.

In addition to this training, a substitute teaching applicant, who has no prior teaching experience, must also complete an additional training program that includes classroom management skills and instructional strategies prior to employment.

In lieu of attending this second training session, a substitute applicant may submit proof of acceptable teaching experience to satisfy this additional training requirement. The Supervisor of Instructional Personnel will review submitted documentation of teaching experience to evaluate its acceptability, according to approved practice in the Clay County Schools. Not all teaching experience is acceptable to satisfy the additional training requirement. Prior substitute teaching experience in a college, military, church or other non Pre-K-Grade 12 setting is not acceptable to meet this new requirement. Substitute teaching in a private school must be in an accredited private school. Daycare centers and Pre-K/Kindergarten schools are not acceptable unless under the jurisdiction of a public or accredited private school.

You will not be released to substitute until you have satisfied these training requirements.

Reference: Florida Statute 1012.35

REQUIREMENTS FOR SUBSTITUTE TEACHING

Before an applicant can be considered eligible for substitute teaching, he/she **MUST HAVE FILED** with the Division of Human Resources of the Clay County School System the following:

- A completed on-line application;
- One reference submitted on the approved Clay County School System Reference form;
- Official transcripts from all schools where degrees were conferred or a notarized copy of a high school diploma;
- A Criminal Background checklist;
- Fingerprints;
- A true copy of original social security card;
- A true copy of original driver's license;
- A Code of Ethics form;
- A Drug Free Workplace Act form;
- A notarized Loyalty Oath;
- A W-4 form;
- A FICA Alternative form
- An I-9 form;
- A School Selection form;
- View Internet Video and sign a Employee Network Responsibility Contract
- An acknowledgment of receipt of Substitute Handbook; and
- Any additional requirements deemed necessary by the Clay County School System.

Approval to process an applicant as a substitute teacher will be made after all the above requirements have been met and final clearance has been given based on a review of the applicant's records.

Applicants are notified by telephone when the pre-employment is scheduled. Following the pre-employment, notification that the substitute is ready to work will also be sent to the schools, via the computer. The schools are responsible for contacting substitutes for work.

NOTE: The Superintendent may waive the above requirements for Clay County retirees, based on his statutory authority and the needs of the system.

NOTE: If the fingerprint check by the FDLE and FBI reveals an arrest record, the substitute teacher could be terminated immediately.

NOTE: If a person does not come to the assigned pre-employment appointment, he/she will be moved to the back of the schedule of appointments. Emergency situations will be considered on a case by case basis.

POLICY ON HARASSMENT CLAY COUNTY SCHOOL DISTRICT

**Superintendent of Schools
David L. Owens**



IT IS THE POLICY OF THE CLAY COUNTY SCHOOL BOARD THAT.....

Employees shall not engage in harassment or discriminatory conduct against any student or parent or engage in harassment or discriminatory conduct against another employee which unreasonably interferes with the employee's performance of profession or work responsibilities or with orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, each employee shall make reasonable effort to assure that each student, parent, or employee is protected from such harassment or discrimination by others. 6GX-10-2.17(C)

HARASSMENT/HOSTILE ENVIRONMENT

Harassment includes:

- ➡ Any slurs, innuendos or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender, sexual orientation, or handicapping conditions which has the purpose of creating an intimidating, hostile, or offensive educational or work environment. 6A-19.008(1), FAC.

SEXUAL HARASSMENT

Sexual harassment includes but is not limited to:

- ➡ Unwelcome sexual advances
- ➡ Requests for sexual acts or favors
- ➡ Other verbal or physical conduct of a harassing nature

PROCEDURES

Complaints of harassment shall be brought to the attention of:

- ☞ Assistant Principal
- ☞ Principal
- ☞ Assistant Superintendent for Human Resources
- ☞ Deputy Superintendent
- ☞ Superintendent

Should the complaint involve an individual in the employee's direct line of supervision, then the employee may refer the complaint to another supervisor.

- ✓ All complaints will be thoroughly, impartially and promptly investigated
- ✓ If probable cause is found against an employee, appropriate corrective and disciplinary procedures will be initiated.
- ✓ Such complaints and any subsequent investigations and materials obtained during such investigations will be considered confidential to the extent provided by law.
- ✓ No adverse treatment of, or retaliation against, an employee who makes a complaint of harassment or provides information related to such a complaint will be tolerated.

Information regarding this policy will be distributed to all employees and, annually, to all new employees. Additionally, Human Resources Management Development candidates will receive training regarding this policy as part of their administrative training program. Additional training will be provided to district personnel based on requests from principals or Directors. If further information is needed please contact:

Assistant Superintendent for Human Resources
Division of Human Resources
Clay County School District
272-8100, 284-6512, 473-2100, Ext. 2420
TDD# 284-6584

Superintendent of Schools

David L. Owens

School Board Members

District 1: Carol Vallencourt
District 2: Carol Studdard
District 3: Charles Van Zant, Jr.
District 4: Wayne Bolla
District 5: Lisa Graham

Equal Opportunity Employer

SCHOOL DISTRICT OF CLAY COUNTY
Terms and Conditions for Use of
Telecommunications and Networks

(Reference School Board Policy 4.59)

The School District of Clay County electronic network provides an exciting opportunity to expand learning for students and Board employees. With this opportunity comes the responsibility for appropriate use. Each student, parent, teacher, or Board employee should read this document carefully.

SCHOOL DISTRICT OF CLAY COUNTY TELECOMMUNICATIONS NETWORK OVERVIEW

The School District of Clay County telecommunications network is accessible to all students and Board employees. The goal is to promote educational excellence for all students by facilitating resource sharing, accessing outside information and research, and encouraging technological innovation and worldwide communication.

INTERNET RESOURCES

The electronic network serves as an information highway providing the opportunity to expand learning by connecting computers worldwide and millions of individual subscribers. Board employees and some students will have access to:

1. Electronic mail communication;
2. Global information and news as well as the opportunity to correspond with other institutions;
3. Public domain and shareware computer software of all types;
4. Educational discussion groups on numerous topics;
5. Access to many university libraries and other libraries.

INTERNET WARNING

With worldwide access to information also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications that are not appropriate for school-aged children. The Clay County District Schools views information gathered from the Internet in the same manner as reference materials identified by schools. Specifically, the District supports resources that will enhance the learning environment with guidance from faculty and staff.

At school, student access to and use of the network will be under teacher direction and monitored by a school board employee as any other classroom activity. The school district is not able to prevent the possibility of user access to material that is not consistent with the educational mission, goals and policies of the school district.

USER GUIDELINES:

Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the school district's intent that the Internet and our telecommunications network be used in a responsible, efficient, ethical and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account will be terminated and future access will be denied. In addition, serious violations may result in school disciplinary action or legal action in accordance with Clay County policies, up to and including termination of employment. It is important that the user(s) have read the terms and conditions carefully and understand their significance.

I. **Acceptable Use:** The use of your account must be in support of education and research that is consistent with the educational goals and policies of the Clay County District Schools. Users are encouraged to develop uses which meet their individual needs and that take advantage of the network's functions: electronic mail, conferences, bulletin boards, databases and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

II. **Privileges:** The use of Internet is a privilege. Inappropriate use will result in the cancellation of that privilege. Each individual who accepts an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is inappropriate use.

III. **"Netiquette":** You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.

IV. Unacceptable Uses of Network Include:

- A. Violating student or staff rights to privacy;
- B. Using the Internet without application of common sense;
- C. Using profanity, obscenity, or other language which may be offensive to another user;
- D. Sending or accessing pornographic text and/or graphics;
- E. Unauthorized games;
- F. Sending or receiving copyrighted materials, including computer software or material protected by trade secret, without permission;
- G. Reporting personal communications without the author's prior consent;
- H. Using for commercial activities, product advertisement, or financial gain;
- I. Knowingly transmitting viruses or other destructive programming;
- J. Spam;
- K. Chain letters;
- L. Unauthorized solicitations for goods and services, including personal solicitations such as garage sale announcements;
- M. Posting personal views on social, political, religious or other non-business related matters;
- N. Unauthorized streaming video or music, such as listening to radio stations via the Internet

V. **Warranties:** The Clay County District Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Clay County District Schools will not be responsible for any damages you suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection. Inappropriate Internet sites should be reported to Information Services help desk.

VI. **Security:** Security is a high priority. If you identify a security problem you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access.

VII. **Vandalism:** Vandalism will result in cancellation of your privileges and/or disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes the creation of or the uploading of computer viruses on to the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

VIII. **E-Mail Policies:**

- A. No individual e-mail accounts will be established by the school system for students enrolled in grades K-6;
- B. No student may access his or her own external e-mail accounts;
- C. Teacher directed accounts for students are acceptable as follows:
 - 1. Only class accounts may be established for grades K-6;
 - 2. Students in grades 7-12 may have individual accounts for legitimate educational purposes as determined by the school principal;
- D. No personally identifiable e-mail addresses for students are to be published on the web;
- E. District and school staffs will be issued school system e-mail addresses in the form: name@mail.clay.k12.fl.us. These accounts will be used for school business and may be published;
- F. E-mail is not to be used for the transmission of confidential information such as student and/or personnel information. Such information should be formalized into letters and memoranda. E-mail can be edited and redistributed with the knowledge or permission of the originator. There is also a presumptive right of the public to access public documents;
- G. It shall be the responsibility of the sending party to maintain a copy of original e-mail transmissions as required under the public records law;
- H. Parents have a right to access their student's e-mail account. The Information Technology staff will evaluate these requests, which must be signed by the school principal;
- I. Individuals using e-mail in an inappropriate manner will be subject to penalties as described in Board Policy 4.58;
- J. The e-mail system and hardware equipment is owned by Clay County District Schools and is intended for school district business use. Minor personal use of e-mail is acceptable but should not interfere with or conflict with school district business.
- K. Change e-mail passwords frequently.

IX. **E-Mail Etiquette:** Helpful guidelines:

- A. Make "subject" headings as descriptive as possible;
- B. Begin messages with a salutation, restating the question or issue being addressed in a response;
- C. Choose words carefully to avoid misunderstandings. Text does not permit verbal or expression clues which are usually necessary when statements are intended to be funny or sarcastic;
- D. Delete e-mail files as soon as possible as appropriate under public records law.

X. **Sponsors:** School Board employees who supervise student access to the Internet are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and for assuring that students understand that network misuse will result in the loss of access privileges.

XI. **Use of Screening/Web Filtering Tools:** In compliance with federal guidelines, the School District of Clay County will use Web filtering tools that screen incoming text and graphics to restrict user access to material that is consistent with standards of selection of materials specified in Florida Statutes, Clay County School Board Rules, and the Clay County Handbook of Instructional Materials Procedures.

XII. **Exception of Terms and Conditions:** All terms and conditions stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida, the United States of America, and Clay County School Board rules.

SCHOOL DISTRICT OF CLAY COUNTY
EMPLOYEE NETWORK RESPONSIBILITY CONTRACT

(Reference School Board Policy 4.59)

I understand and will abide by the School District of Clay County Terms and Conditions for Use of Telecommunications and Networks. Violations will result in loss of my access privileges. In addition, serious violations may result in disciplinary action and/or appropriate legal or criminal action being initiated against me according to the Clay County policies.

If I am a supervising teacher I do agree to instruct the student on acceptable use of the network and proper network etiquette and will report and/or terminate privileges of any student using the network unacceptably. I will make reasonable efforts to monitor information made available while students are under my supervision and/or in my presence. I recognize and accept my responsibilities to be present while the network is being used by the student.

EMPLOYEE'S NAME (Please print): _____

SIGNATURE: _____ DATE: _____

SCHOOL/DISTRICT ADMINISTRATOR'S INITIALS: _____ DATE: _____



**SCHOOL DISTRICT OF CLAY COUNTY
STUDENT CALENDAR
2008-2009**

Monday, August 11, 2008	First Day, Teachers
Monday, August 18, 2008	First Day, Students
Monday, September 1, 2008	Labor Day, Student/Teacher Holiday
Thursday, October 9, 2008	End First Grading Period (38 days)
Friday, October 10, 2008	Planning Day/Student Holiday
Friday, October 24, 2008	Inservice Day, Student Holiday
Tuesday, November 11, 2008	Veterans' Day, Student/Teacher Holiday
Monday, November 24 thru Fri., November 28, 2008	Thanksgiving, Student/Teacher Holidays
Friday, December 19, 2008	End Second Grading Period (43 days)
Monday, December 22, 2008 thru Friday, January 2, 2009	Christmas/New Year's Break, Student/Teacher Holidays
Monday, January 5, 2009	Planning Day, Student Holiday
Tuesday, January 6, 2009	Students Return to School
Monday, January 19, 2009	Martin Luther King Day, Student/Teacher Holiday
Monday, February 16, 2009	Presidents' Day, Student/Teacher Holiday
Thursday, March 26, 2009	End Third Grading Period (56 days)
Friday, March 27, 2009	Planning Day, Student Holiday
Monday, April 6 - Thursday, April 9, 2009	Spring Break, Student/Teacher Holidays
Friday, April 10, 2009	Good Friday, Student/Teacher Holiday
Monday, April 13, 2009	Student Return to School
Monday, May 25, 2009	Memorial Day, Student/Teacher Holiday
Thursday, June 4, 2009	Last Day, Students (4th Grading Period - 43 days)
Friday, June 5, 2009	Last Day, Teachers

GRADUATION: Friday, May 29, 2009

EARLY DISMISSAL DAYS

ELEMENTARY/JUNIOR HIGH SCHOOLS

Friday	October 31, 2008
Friday	December 19, 2008
Thursday	June 4, 2009

HIGH SCHOOLS ONLY

Tuesday	June 2, 2009
Wednesday	June 3, 2009
Thursday	June 4, 2009

INTERIM REPORTS TO PARENTS

Friday	September 12, 2008
Friday	November 14, 2008
Tuesday	February 17, 2009
Thursday	April 16, 2009

REPORT CARDS TO PARENTS

<u>Elementary</u>	<u>Secondary</u>
Oct. 17, 2008	Oct. 20, 2008
Jan. 12, 2009	Jan. 13, 2009
Apr. 02, 2009	Apr. 13, 2009
Jun. 04, 2009	Jun. 10, 2009

School Board Approved: 11/20/07

SCHOOL DISTRICT OF CLAY COUNTY
2008-2009 DAILY HOURS FOR TEACHERS AND STUDENTS

D R A F T

SCHOOL	TEACHER REPORTING	TEACHER LEAVING	STUDENT REPORTING	STUDENT LEAVING
Argyle Elementary	7:30	3:20	8:30	2:42
Bannerman Learning Center	6:40/7:00	2:30/2:50	7:45	2:00
C.E. Bennett Elementary	7:40	3:30	8:30	2:42
W.E. Cherry Elementary	7:30	3:20	8:20	2:32
Clay Hill Elementary	7:10	3:00	8:30	2:42
Clay High	7:00	2:50	7:20	1:40
Coppergate Elementary	7:40	3:30	8:30	2:42
Doctors Inlet Elementary	7:15	3:05	8:20	2:32
Fleming Island Elementary	7:30	3:20	8:20	2:32
Fleming Island High	7:00	2:50	7:20	1:40
Green Cove Springs Junior High	8:00	3:50	9:30	3:42
Grove Park Elementary	7:40	3:30	8:20	2:32
S.B. Jennings Elementary	7:15	3:05	8:20	2:32
Keystone Heights Elementary	7:45	3:35	8:35	2:47
Keystone Heights Jr.-Sr. High	7:00	2:50	7:20	1:50
Lake Asbury Elementary	7:20	3:10	8:20	2:32
Lake Asbury Junior High	8:00	3:50	9:30	3:42
Lakeside Elementary	7:10	3:00	8:20	2:32
Lakeside Junior High	8:00	3:50	9:30	3:42
McRae Elementary	7:30	3:20	8:45	2:57
Middleburg Elementary	7:30	3:20	8:30	2:42
Middleburg High	7:00	2:50	7:20	1:40
Montclair Elementary	7:25	3:15	8:20	2:32
OakLeaf School (K-8)	8:00	3:50	8:30	2:42
OakLeaf Village Elementary	7:50	3:40	8:30	2:42
Orange Park Elementary	7:10	3:00	7:45	1:57
Orange Park Junior High	8:00	3:50	9:30	3:42
Orange Park High	7:05	2:55	7:15	1:40
R.M. Paterson Elementary	7:45	3:35	8:20	2:32
RideOut Elementary	7:25	3:15	8:30	2:42
Ridgeview Elementary	7:30	3:20	8:20	2:32
Ridgeview High	7:00	2:50	7:20	1:40
Shadowlawn Elementary	7:30	3:20	8:30	2:42
Swimming Pen Creek Elementary	7:10	3:00	8:30	2:42
Thunderbolt Elementary	7:30	3:20	8:30	2:42
Tynes Elementary	7:30	3:20	8:30	2:42
Wilkinson Elementary	7:10	3:00	8:30	2:42
Wilkinson Junior High	8:00	3:50	9:30	3:42
C-W Instructional Personnel	7:30	3:20	---	---
Board Approved: <u>Pending</u>				

**CLAY COUNTY PUBLIC SCHOOLS
STUDENT ACCIDENT REPORT FORM**



Place an "X" in this box for an accident sufficiently serious to require a doctor's care or keep a child out of school one-half day or more. Only such accidents should be included in your annual summary to the National Safety Council.

PART A Report ALL accidents to students occurring anywhere, day or night.			
Name: _____		Sex: M ___ F ___	Age: ___ Grade: ___ School: _____
Home Address: _____ (Street)		Time Accident occurred: _____ A.M. ___ P.M. ___	Phone: _____ Date of Accident: _____
Place of Accident: School Building ___ (City)		School Grounds ___	To or From School ___ Home ___ Elsewhere ___
NATURE OF INJURY	Abrasion _____	Fracture _____	DESCRIPTION OF THE ACCIDENT (Give a word picture of the accident, who, what, where, why and how?) _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
	Amputation _____	Laceration _____	
Asphyxiation _____	Poisoning _____		
Bite _____	Puncture _____		
Bruise _____	Scalds _____		
Burn _____	Scratches _____		
Concussion _____	Shock _____		
Cut _____	Sprain _____		
Dislocation _____	_____		
Other (specify) _____	_____		
PART OF BODY INJURED	Abdomen _____	Foot _____	
	Ankle _____	Hand _____	
	Arm _____	Head _____	
	Back _____	Knee _____	
	Chest _____	Leg _____	
	Ear _____	Mouth _____	
	Elbow _____	Nose _____	
	Eye _____	Scalp _____	
	Face _____	Tooth _____	
	Finger _____	Wrist _____	
	Other (specify) _____	_____	
Degree of Injury: Death ___ Permanent Impairment ___ Temporary Disability ___ Non-disabling ___			
Total number of days lost from school: _____ (To be filled in when student returns to school.)			
PART B: Additional information on School Jurisdiction Accidents			
Teacher in charge when accident occurred (Name): _____			
Present at scene of accident: No ___ Yes ___ Other staff present: _____			
IMMEDIATE ACTION TAKEN	First-aid Treatment _____	By (Name) _____	
	Sent to School nurse _____	By (Name) _____	
	Sent Home _____	By (Name) _____	
	Sent to Physician _____	By (Name) _____	
	Sent to hospital _____	Physician's Name: _____	
		By (Name) _____	
		Name of Hospital: _____	
Was a parent or other individual notified? No ___ Yes ___ When? _____ How? _____			
Name of individual notified: _____			
By Whom? (Enter name): _____			
Witnesses: 1. Name: _____		Address: _____	
Witnesses: 2. Name: _____		Address: _____	
Date of Report: _____		Report Prepared by: _____	
Principal's Signature: _____		Title: _____	
MIS23601 REV 5/28/1998			

CLAY COUNTY SCHOOLS	SUBSTITUTE AVAILABILITY REPORT
---------------------	--------------------------------

Name of Substitute: _____ School: _____
Last First

Date Contacted: _____ Contacted By: _____ Time: _____

Substitute for (NAME): _____ Work Date (s) Requested: _____

Type of Substitute (Check): TEACHER CUSTODIAL CAFETERIA
 BUS DRIVER TEACHER AIDE OTHER (Specify) _____

Reason Declined or Not Utilized: (Please be specific) _____

Comments: _____

Signature of Principal: _____ Date _____

ORIGINAL - DIV. OF HUMAN RESOURCES 2ND COPY - DIV. OF HUMAN RESOURCES 3RD COPY - RETAINED BY PRINCIPAL

MIS24042
EFF 10/31/91

CLAY COUNTY SCHOOLS

CLOSE OF DAY REPORT FOR SUBSTITUTE TEACHERS

Instructions: Complete at the end of the teaching day. The copy is to be left for the regular teacher and the original given to the Principal.

Substitute Teacher's Name: _____

Classroom Teacher's Name: _____ Room: _____

Date: _____ Grade: _____

Lesson plans were concise and easy to follow: YES NO

Materials needed were easily located: YES NO

Activities prescribed in the lesson plans were completed as prescribed: YES NO

The following activities prescribed were not completed: _____

Class behavior was satisfactory: YES NO

Discipline problems were created because: _____

General Comments: _____

Substitute Teacher's Signature: _____

CLAY COUNTY SCHOOLS

TEACHER'S EVALUATION OF THE SUBSTITUTE TEACHER

School: _____

Date: _____

Name of Substitute: _____

Name of Classroom Teacher: _____

Number of days substituted in classroom: _____

- | | | | |
|-----------|--|------------|-----------|
| 1. | Were your lesson plans and instructions followed? | YES | NO |
| 2. | Did the substitute leave a summary of the day's progress? | YES | NO |
| 3. | Were discipline problems handled in a satisfactory manner? | YES | NO |
| 4. | Did the substitute correct paper and workbooks as you instructed? | YES | NO |
| 5. | As far as your knowledge permits, were all routine obligations met? | YES | NO |
| 6. | Was the classroom left in order? | YES | NO |

7. Comments: _____

NOTE: Complete this form for each substitute teacher covering your classes. Submit the form within two days to the School Administrator.

MIS 24003
Revised 11/09/1999

SCHOOL DISTRICT OF CLAY COUNTY Substitute Teacher Evaluation

Name of Substitute

Social Security Number

School Year

This form should be used only after a minimum of ten (10) days of substitute work **OR** for those substitute teachers you would recommend for removal from the substitute list.

Please indicate by check mark your rating of the substitute based on the following competencies:

1 = No basis for judgement; 2 = Below acceptable standards; 3 = Meets/Met acceptable standards; 4 = Good; 5 = Outstanding

Type: Regular Long Term

INSTRUCTIONAL	RATING				
Monitors students closely at all times to ensure safety of students.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Is punctual.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Dresses in a professional manner.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Displays a helpful attitude towards students.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Follows lesson plans; has alternative plans if teacher plans are unavailable.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Performs "other" teacher duties as assigned.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Displays personal enthusiasm and generates student enthusiasm.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Communicates effectively (oral or written).	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Is accurate in completing required reports.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Maintains classroom atmosphere that is conducive to learning.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Leaves classroom clean and organized.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Overall rating of substitute's performance in the school:

- Outstanding
- Meets Standards
- Below Standards

Do you recommend that this person remain on our approved substitute list?

Yes No

Comments: _____

Evaluations are held confidential for one year. After that time, they are open to the public.

DATE: _____

SIGNED: _____

SCHOOL: _____

POSITION: _____

PLEASE RETURN TO: Director of Instructional Personnel
Human Resources Division, Clay County Schools
900 Walnut Street, Green Cove Springs, FL 32043

Provide original to Human Resources, a copy to the substitute, and retain a copy at the school site.

HRD2-4134
Exp.

**SCHOOL DISTRICT OF CLAY COUNTY
SCHOOL SELECTION SHEET
2008 - 2009**

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name _____ SS# _____

Telephone number including area code: _____

INDICATE WITH A CHECK MARK [✓] THE SCHOOLS WHERE YOU WILL SUBSTITUTE:

CAMP BLANDING

FL Youth Challenge Acad 0020 []

FLEMING ISLAND SCHOOLS

Doctor's Inlet Elem 0261 []
 Fleming Island Elem. 0521 []
 Fleming Island High 0551 []
 Paterson Elem 0471 []
 Swimming Pen Creek Elem. . . . 0571 []
 Thunderbolt Elem 0531 []

GREEN COVE SPRING SCHOOLS

Bannerman Learning 0111 []
 C. E. Bennett Elem 0071 []
 Clay High 0341 []
 Green Cove Springs JH 0021 []

KEYSTONE HEIGHTS SCHOOLS

Keystone Heights Elem 0301 []
 Keystone Heights High 0311 []
 McRae Elem 0511 []

MIDDLEBURG SCHOOLS

Clay Hill Elem 0411 []
 Coppergate Elem 0601 []
 Lake Asbury Elem 0451 []
 Lake Asbury JH 0481 []
 Middleburg Elem 0271 []
 Middleburg High 0391 []
 RideOut Elem 0541 []
 Shadowlawn Elem 0631 []
 Tynes Elem 0501 []
 Wilkinson Elem 0491 []
 Wilkinson JH 0371 []

ORANGE PARK SCHOOLS

Adult/Comm. Ed 9008 []
 Argyle Elem. 0591 []
 Grove Park Elem 0232 []
 Lakeside Elem 0352 []
 Lakeside JH 0351 []
 Montclair Elem 0381 []
 Oakleaf K-8 0611 []
 Oakleaf Village Elem 0621 []
 Orange Park Elem 0201 []
 Orange Park High 0252 []
 Orange Park JH 0361 []
 Ridgeview Elem. 0401 []
 Ridgeview High 0431 []
 S. B. Jennings Elem 0331 []
 W. E. Cherry Elem 0241 []

REGION CODES

FI ELEM. SITES FIEL []
 FI SEC. SITES FISC []
 GCS ELEM. SITES GCEL []
 GCS SEC. SITES GCSC []
 KH ELEM. SITES KHEL []
 KH SEC. SITES KHSC []
 MB ELEM. SITES MBEL []
 MB SEC. SITES MBSC []
 OP ELEM. SITES OPEL []
 OP SEC. SITES OPSC []
 ALL SITES DIST []

KEYED: