



Kannapolis City School
100 Denver Street
Kannapolis, NC 28083
704-938-1131
<http://www.kcs.k12.nc.us>

Dear Substitute:

Welcome to Kannapolis City Schools. Our mission is To Teach! To Learn! To Graduate! To Inspire!

The purpose of this training manual is to assist you in knowing, following and enforcing the policies, procedures and practices of Kannapolis City Schools. As a substitute, you will assume many of the same roles and responsibilities as our regular employees. The information in the manual will be an invaluable resource to you in working as a substitute. Please familiarize yourself with this material before you begin in your new role. The suggestions and procedures in this manual are not meant to be inclusive, but are designed to serve as a foundation.

Thank you for joining with Kannapolis City Schools to inspire learners. You are a vital part of our education system. We invite you to make the most of each opportunity you have to educate our students. We look forward to working with you this year and wish you success in all your endeavors.

Kannapolis City Schools

Central Office
100 Denver Street
Kannapolis, NC 28083
704-938-1131

A. L. Brown High School (Grades 9-12)
415 East First Street
Kannapolis, NC 28083
704-932-6125

Kannapolis Middle School (Grades 6-8)
1445 Oakwood Avenue
Kannapolis, NC 28081
704-932-4102

G. W. Carver Elementary School (Grades K-5)
525 East C Street
Kannapolis, NC 28083
704-932-4161

Forest Park Elementary School (Grades K-5)
1333 Forest Park Drive
Kannapolis, NC 28083
704-932-8121

Fred. L. Wilson Elementary School
(Grades Pre-K-5)
1401 Pine Street
Kannapolis, NC 28081
704-932-8656

Jackson Park Elementary School (Grades K-5)
1400 Jackson Street
Kannapolis, NC 28083
704-933-2831

Shady Brook Elementary School (Grades K-5)
903 Rogers Lake Road
Kannapolis, NC 28081
704-933-2434

Woodrow Wilson Elementary School
(Grades Pre-K-5)
800 N. Walnut Street
Kannapolis, NC 28081
704-933-2935

McKnight Child Development Center and
Head Start
1300 Glenn Avenue
Kannapolis, NC 28081
704-932-7433

Exceptional Children's Office
551 East C Street
Kannapolis, NC 28083
704-938-3151

School Nutrition Office
551 East C Street
Kannapolis, NC 28083
704-933-2619

Transportation
100 Denver Street
Kannapolis, NC 28081
704-938-4848

Being Prepared and Professional

Dress Professionally

Cleanliness, neatness, and professionalism are the basic guidelines for appropriate dress and appearance. Refrain from clothing that advertises or advocates the use of tobacco, alcoholic beverages, or controlled substances; clothing that is vulgar or contains profanity or nudity; clothing that does not cover the waist or midriff; jewelry affixed to the nose, tongue, cheek or eyebrow; undergarment as an outer garment or see-through or provocative clothing; jeans, leggings; any clothing or appearance that is distracting or disruptive to the educational environment.

Report Early

Each school has posted the time they expect substitutes to arrive for the instructional day. Please be mindful of your arrival time and remember to leave adequate time for parking and check-in at the front office. Also, do not plan to leave the campus during the instructional day. The times for each job are set by the school and you should remain on campus during those times.

Review the Day

Leave the classroom clean and orderly at the end of the day. You may want to provide some feedback or updates for the teacher either on the desk or through Aesop. Please use care when mentioning names or specific incidences. If you feel you need to share specifics, follow up with the teacher or an administrator in person at an appropriate time.

Use of Personal Electronic Devices

Use of cell phones and electronic devices for personal use should be kept to a minimum during the school day, especially when students are under your care. You shall not take pictures or videos of students or staff, nor should you comment about them or your experiences through social media or other forms of communication.

General

- All substitutes should have an identification badge issued through the Central Office to identify you for access to school properties.
- Smoking is prohibited on all KCS properties.
- The KCS Drug-Free Workplace, Sexual Harassment, Harassment and Bullying, and other important district policies are available for review on the KCS website. Substitutes should be familiar with and adhere to these policies.
- To the extent possible, issues that arise as you substitute should be handled at the lowest level possible, either by you, a nearby employee with the ability to help or then by an administrator, if needed.
- Please be mindful of how you speak to and handle behavior concerns with students. A calm and appropriate response, even in a stressful or difficult situation, will be of utmost importance.
- Once you accept a job, the schools are expecting you to cover that classroom for the whole day. Please do not accept jobs if you need to leave before the end of the school day before students are released.
- If there is a planning period for the classroom in which you are substituting, please ask other staff members how you can be of assistance during the planning period.
- In the case that you do need to cancel out of a job, please try to give as much notice as possible. If you are unable to cancel the position in Aesop, please contact the secretary at the school where you are scheduled to serve as soon as possible so that job can be cancelled and other arrangements may be made.
- In the rare case that there is a scheduling issue and you are not needed at the school when you arrive, please accept our apologies in advance. We make every effort not to let this happen. When it does, the school secretary can contact Human Resources at the Central Office to see if there are unfilled jobs for substitutes that day, if you are interested.
- If we have inclement weather or other emergency closings that involve students being dismissed for the day, substitutes will not be needed following dismissal.
- As a substitute, you will be called on an "as needed" basis to substitute. There is no minimum or maximum number of days that you are guaranteed. Non-student days throughout the school year, time between terms and scheduled holidays do not qualify you for unemployment benefits. The N.C. General Statute covers this in G.S. 96-14.1(e). As long as you remain on the substitute list, there is a reasonable assurance that you will be called to substitute. You have been given the opportunity to select the schools at which you wish to substitute and the days on which you can substitute. You also have the option of declining an opportunity to substitute due to conflicts in your schedule. Therefore, there can be no guarantee of the number of days you work.

Classroom Management

Review Classroom Expectations

Before students arrive, acquaint yourself with the classroom rules and procedures, as well as other materials provided by the regular classroom teacher such as a seating chart, list of helpful students, lesson plans, etc. The regular teacher has established a routine and expectations for the students. Students will likely respond in a positive manner if you are able to continue the regular routine and expectations of the teacher.

Start Off on the Right Foot

Carry yourself in such a way that students see you are confident of your role for the day. Students will be less likely to push the limits if they see you as a leader. If something doesn't go as planned, don't give up or panic – if needed, ask for assistance from a nearby faculty member or administrator. Remember, you are there to replace the teacher or assistant for the day. It is great to smile and be polite, but remember you are the authoritative classroom leader. Make sure to be firm in your expectations and follow through with appropriate consequences. Praise the behaviors that you want and model politeness towards all students.

Don't Lose Your Cool

Keep calm in all situations. Do not raise your voice or yell at any time. Think of subbing like a job interview: Students are always watching you to see how you behave and react to every situation. You are modeling behavior for the students. If a problem does arise, handle it appropriately by stepping aside with the student and talking to them quietly and calmly.

Don't Bribe with Food

A classroom may have strict rules on allowing students to have candy, or a student may have an unknown food allergy, so please do not bribe students with any type of food. However, you can explain to students that they must work in order to play. You can offer them small incentives for good behavior, such as 10 minutes free time at the end of the day, or time to watch an appropriate video, do their homework, or read a book.

Make Transitions Smooth

One of the hardest times of the day for a substitute teacher is during transition periods like lunch, Encores or in-between other activities. This is when students tend to get noisy and it may become trickier to manage the classroom. If the classroom teacher doesn't already have an attention signal, then make sure you state what yours is first thing in the morning. For younger students, choose something like a fun saying: "When I say macaroni and cheese, everybody freeze," or "When I say one, two, you say eyes on you." For older students, you can try a non-verbal cue such as raising your hand for students to give you five. Practice these cues several times so students can learn them quickly.

Keep Students Engaged

When students have nothing to do, the classroom can become more chaotic. If a lesson or activity ends early, then try a quick five-minute filler like any of these:

- Challenge students to name five things in a category (flavors of ice cream, types of automobiles).
- Invite students to think of 5, 10 or 15 things that are found on a farm, a zoo, or school.
- Teach students a few signs or words from a different language.
- Play "Guess Who": Describe a person from history and see if they can guess who you are talking about.
- Read a headline from the newspaper or a title of a book and have students try to guess what it is about.

Absence Management / Aesop

Kannapolis City Schools uses Absence Management (Aesop), a sub-calling system. Absence Management will allow you to search for upcoming substituting opportunities available to you. You may utilize the system by telephone, smart phone or online. Once all of your new hire paperwork has been completed and you are approved to substitute, you should receive an email containing login information. Tutorials are available online, but please contact Human Resources at the Central Office or speak with a school secretary if you need further assistance. aesoponline.com

Health Insurance Offerings under ACA

As of January 1, 2015, Kannapolis City Schools began capping substitutes at 129 hours per month in an effort to comply with the Patient Protection and Affordable Care Act (ACA). Variable hour employees (substitutes), who work more than 130 hours per calendar month, will be offered the North Carolina State Health Plan's High Deductible Health Plan (HDHP). Coverage will be offered for the duration of the time the substitute meets the eligibility requirements.

Substitutes who are retired, receiving benefits from the Teacher and State Employee Retirement System (TSERS) and working more than 130 hours per month for Kannapolis City Schools, will be required to forfeit their health insurance provided by their state retirement and may enroll in the HDHP or other SHP option through KCS. They may re-enroll in their retirement coverage when they cease to meet the full-time equivalent requirements with KCS. Retirees covered under the American Military Retirees Association RTICARE Supplement Plan are the exception to this; they will be allowed to decline the HDHP and SHP offers and remain on TRICARE. For more information, please visit shpnc.org.

Substitutes not currently receiving benefits from the TSERS and meeting the eligibility threshold for coverage can decline or waive the offer of coverage from KCS and continue coverage under their current plan, depending on the regulations for that coverage. It is the responsibility of the substitute to understand their insurance coverage and the regulations affecting their continued eligibility.

Exposure Control Plan

Kannapolis City Board of Education has adopted an Exposure Control Plan and each school site has adopted emergency procedures to protect employees from exposure to blood or other potentially infectious materials in the course of their work assignment. The approved Exposure Control Plan is available for review on the Human Resources' Miscellaneous Links page of the KCS web site.

In Case of Emergency

Each school site has its own emergency plan for lock-downs or evacuations. Be sure to make note of the signage and notifications made available for these. Be calm and cooperative should a drill or actual emergency arise and assist your students to follow directions to safety.

Helpful Notes

Often used abbreviations:

AIG	Academically and Intellectually Gifted	ID	Intellectual Disabilities
ALB	A. L. Brown High School	IEP	Individualized Education Plan
CO	Central Office	ISS	In-School Suspension
CTE	Career and Technical Education	JP	Jackson Park Elementary School
D/E	Discovery Education	GWC	G. W. Carver Elementary School
EC	Exceptional Children	KMS	Kannapolis Middle School
EOC	End of Course testing	LEA	Local Education Agency
EOG	End of Grade testing	McK	McKnight Child Development Center
ESL	English as a Second Language	NCFE	North Carolina Final Exam
FLW	Fred L. Wilson Elementary School	NCVPS	North Carolina Virtual Public School
FP	Forest Park Elementary School	SB	Shady Brook Elementary School
HS	Head Start	STEM	Science, Technology, English, Math
ILC	Independent Living Center	TA	Teacher Assistant
1:1	One on one	WW	Woodrow Wilson Elementary School

PAYROLL DATES FOR 2018-2019

<u>PAY DATES</u>	<u>SCHOOL DEADLINE</u>	<u>DATES COVERED</u>
July 31	July 16	June 17 - July 14
August 31	August 13	July 15 - August 11
September 29	September 10	August 12 - September 8
October 31	October 8	September 9 - October 6
November 21	November 5	October 7 - November 3
December 20	December 3	November 4 - December 1
January 31	January 7	December 2 - January 5
February 28	February 11	January 6 - February 9
March 29	March 11	February 10 - March 9
April 30	April 8	March 10 - April 6
May 31	May 13	April 7 - May 11
June 28	June 17	May 12 - June 15

First column - Paydates

Second column - Date Payroll documents due and Timesheets admin and employee approved

Third Column - Actual payroll period dates

Central Office Contacts:

Leslie Williamson – CO Receptionist/Human Resources Assistant	leslie.williamson@kcs.k12.nc.us	11900
Nicole Keaton – Human Resources Assistant (Aesop)	nicole.keaton@kcs.k12.nc.us	11104
Gretchen Williams – Human Resources Specialist (Aesop and HDHP)	gretchen.williams@kcs.k12.nc.us	11103
Wanda Davis – Payroll Specialist	wanda.davis@kcs.k12.nc.us	11202
Sandra Stamey – Payroll Specialist	sandra.stamey@kcs.k12.nc.us	11203