

# MAGGIE L. WALKER GOVERNOR'S SCHOOL

1000 N. Lombardy St., Richmond, VA 23220

## **SUBSTITUTE TEACHER HANDBOOK**



Welcome to the Maggie L. Walker Governor's School! As I begin my first year as Executive Director, I do so with deep gratitude and tremendous excitement to join a school community rooted in excellence, purpose, and pride.

This handbook is designed to serve as a practical guide throughout the year. I encourage you to pay special attention to the sections highlighted in **bold**, as they contain key information to support your daily work and uphold the standards expected of all professionals in our building.

As we move forward together, let us draw inspiration from the legacy of our namesake, Maggie L. Walker, who reminded us: *"It is an awful thing to hide our talent in the ground and refuse to use it."* Her words challenge each of us to lead with purpose and to fully share our gifts with our students, our colleagues, and our community.

The four pillars of The Walker Way are courage, compassion, community, and collaboration. These values are more than just ideals; they are active commitments that shape how we engage with one another and carry out our work each day.

Equally essential is our shared commitment to professionalism. This includes maintaining respectful communication, demonstrating preparedness and reliability, adhering to school policies, supporting one another as colleagues, and modeling integrity and excellence for our students. These are not just expectations; they are the cornerstones of a thriving, high-performing learning environment.

Our collective dedication to our students, to each other, and to the broader MLWGS community makes this school truly extraordinary. I am honored to walk beside you as we embark on a year grounded in purpose and possibility.

Wishing you a year of growth, connection, and success.

With pride,

Kristin K. Janssen  
Executive Director



## **GENERAL INFORMATION**

Outlined in this section is information on personnel policies and guidelines that the substitute teacher should be aware of as an employee of Maggie L. Walker Governor's School.

### **A. Important Phone Numbers**

Assistant Director - Max Smith	804-354-6800x2120
School Secretary/Receptionist Valenta Williams	804-354-6800x1000
Payroll: Crystal Charity	804-354-6800x2130
Human Resources: Barbara Marshall	804-354-6800x2190

### **B. Regional School Board Policies: <http://mlwgs.com/welcome-to-mlwgs/regional-school-board/constitution-by-laws-and-policies/>**

### **C. Operating Calendar: <http://mlwgs.com/calendar/>**

### **D. Pay Rates and Payroll**

With Degree	\$17.00/hour or	\$119.00/day
Without Degree (60 or more semester hours)	\$15.00/hour or	\$105.00/day

Paychecks are issued to substitute teachers generally on the middle and end of the month through direct deposit payments. Refer to the calendar for exact paydays. The cut-off dates for payment of work completed is the 15<sup>th</sup> and end of each month. Payments for work completed by the 15<sup>th</sup> will be issued at the end of the month check, and payments for work completed by the end of the month will be issued on the 15<sup>th</sup> of the subsequent month. Every substitute must sign in and out when working on the Substitute Register located in Room 100 (first-floor reception).

Substitute employees shall be employed and paid by the Regional School Board and under no circumstances shall they be paid by the regular employee for whom they substitute.

### **E. Separation**

If you are unavailable for a long period or want to be completely removed from the substitute list, notify the Assistant Director.

## **F. Reactivation**

If you decide to return to employment within twelve months of separation, you may need to complete select HR and required tax forms within the WorkForceNow.ADP platform. If separation has been over one year you will be required to reapply for employment and complete all HR and tax forms along with the I9 form within the WorkForceNow.ADP. Employment opportunities are posted on the school website at [www.mlwgs.com](http://www.mlwgs.com).

## **G. Social Security and Withholding**

Federal law provides that Social Security be deducted from the wages of all regional school board employees, whether full-time or part-time. By law, individual income tax must be withheld from the employee's earnings, both for Federal and State, provided earnings and exemptions are such that withholding tax is justified. The amount of tax withheld is based on the total earnings in a given pay period and the number of exemptions claimed by the employee.

## **H. Hours**

Substitutes are expected to arrive prior to the start of the school day and to leave after buses have departed. Class meet 80-85 minutes on the 'Block' schedule (typically Monday – Thursday) and 40-45 minutes on the 'All' schedule (typically on Fridays). Refer to the school calendar for the exact schedule.

<u>Arrival</u>	<u>Departure</u>	
8:30 AM	3:30 PM	Full Day
8:30 AM	12:00 PM	Half Day AM
12:00 PM	3:30 PM	Half Day PM

## **I. Unemployment Compensation**

In agreeing to offer your services to Maggie L. Walker Governor's School as a substitute teacher, you acknowledge that there is no guarantee that Maggie L. Walker Governor's School will need your services as a substitute employee a certain number of days throughout the school year.

In requesting to be placed on our substitute teacher list, you are acknowledging that the need for substitute teachers is directly related to:

- i. Contracted employees' wellness
- ii. Contracted employee staff development opportunities/requirements, and

- iii. Other situations outside of the employer's control (jury duty, death of a family member, etc.)

Subsequently, Maggie L. Walker Governor's School cannot and does not guarantee that you will be employed any specific number of days as a substitute employee throughout a year or that you will earn a certain amount of money every month.

Any effort on your behalf to claim unemployment benefits with the Virginia Employment Commission citing a lack of work as a reason will be vigorously contested by Maggie L. Walker Governor's School. Individuals expecting to be employed regularly or to earn a specific, regular monthly income should not apply to be a substitute teacher.

**IMPORTANT NOTICE: According to the Virginia Employment Commission, employees hired in substitute positions are not eligible for unemployment benefits due to "lack of work" unless they have a reasonable assurance of returning after a break in employment.**

## **J. Expectations**

Substitute employees shall be expected to perform the same duties as the regular employee for whom they are substituting. Substitutes are not required to assume extracurricular assignments after school hours. However, substitutes are required to perform other duties as deemed necessary by the Assistant Director.

It is recognized that substitute teachers are frequently requested to teach on very short notice and in unfamiliar subjects and grades. Requests often result in considerable personal inconvenience and sacrifice to the substitute teacher. **Interest and willingness to serve the school is greatly appreciated.**

## **K. Long Term Assignments**

Long-term substitute jobs are filled within the school. Any sub working a long-term assignment for 20 consecutive days for one teacher, with no break in service, will start at the regular sub rate based on degree status and will be retro paid at the higher rate after the 20 days worked. There will be at least a 45-day period before this pay is received in a regular check. On the 21st day, the rate will increase based on degree status. Long-term substitutes are not paid for days not worked. This includes snow days.

## **L. Conduct and Dress Code**

In dress, conduct, and interpersonal relationships, substitutes, teachers, and other staff members should recognize that they are being continuously observed by students. Their actions and demeanor will be reflected in the conduct of the students.

It is of paramount importance that the members of the staff set good examples in conduct, manners, dress, and grooming.

#### A. Criteria

The attire of professional employees during the hours when school is in session must be judged in light of the following:

- Dress should reflect the professional position of the employee.
- Attire should be that which is commonly accepted in the community.
- Clothing should be appropriate to the assignment of the employee – such as slacks and sweatshirts for gym teachers.

#### B. Application

In most circumstances, the application of the above criteria to classroom teachers would call for trousers and shirt or polo, or trousers with sweater and shirt for men; and dress, skirt, and blouse, or blouse and slacks or pantsuits for women.

### **M. Authorization**

1. A substitute may be appointed for a teacher who is absent or to fill a vacancy for a position until a suitable applicant can be appointed.
2. It is the responsibility of the Assistant Director to contact substitute teachers. Substitutes may also be contacted by the school secretary. Teachers are **NOT** to secure substitutes. However, the primary means of communication is Frontline Absence Management. All substitutes are required to create an account. Upcoming vacancies are posted online to this system. An automated call system is used for unfilled vacancies with less than 48 hours to their start time.
3. Only the persons listed on the Maggie L. Walker Governor's School substitute list developed by Human Resources may be contacted to substitute in the school.

### **N. Emergencies**

Substitute teachers are expected to remain on the school premises for the contracted time. In the case of an emergency, the director or their designee must be notified and arrangements made for the class(es) before leaving the building.

### **O. Telephones**

School telephones are used only for official business except in the case of an emergency. Cell phones should be turned off during class.

## **P. Substitute's Report**

See the Assistant Director for the procedure to be followed if applicable. Pick up each day in Room/Office 100.

## **LEGAL RESPONSIBILITIES**

An overall consideration when substitute teaching is the legal responsibilities of the substitute in the classroom and school. The outline below shows some of the legal responsibilities of the substitute.

### **A. Supervision of Students**

The substitute teacher who has physical control of a classroom has a duty to keep students safe and orderly. In Virginia, a teacher acts in *loco parentis* (in place of a parent) and is allowed to use their judgment in a manner similar to a parent. The standard is the reasonable use of professional judgment for the safety and orderly education of students. Each teacher is required to be with the group of pupils assigned to them and to be in place when the pupils assemble after recesses, lunch, or when classes change.

### **B. Due Care and Caution**

A teacher is required to exercise due care and caution for the safety of the students in their charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, as well as following school safety policies and procedures.

### **C. Release of Children**

Due to possible restraints on who may have custody of a child, children should not be allowed to leave the building during the school day without express consent from the office.

### **D. Administering Medication**

Medication should only be administered by the school nurse or other appropriate health professional, not the classroom or substitute teacher. If you know of medication requirements of a student, the health professional should be notified.

### **E. Confidentiality**

It is unprofessional and against the law to disclose confidential information about students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical conditions, learning or discipline problems, etc.

## **F. Grades**

A student's grade is a personal matter between the student and the teacher. A public announcement within the classroom concerning grades will not be permitted. The grading of homework, quizzes, tests, and classroom papers will be done only by the teacher. At no time will a teacher permit students to grade each other's papers.

## **G. Discipline**

Inappropriate student behavior that threatens or disrupts the learning environment should not be tolerated. If necessary, refer the student to the office. When sending a student to the Assistant Director due to discipline matters, the substitute teacher maintains the duties of supervision and due care for both the individual child and the remainder of the class. Proper action may be detailed in the school policy or may require your independent sound judgment. Possible actions include having another child accompany the child, sending a child to bring someone from the office to intervene, or having another teacher watch the class while you take the student to the office.

## **H. Corporal Punishment**

Employees of the Maggie L. Walker Governor's School are **PROHIBITED** from administering corporal punishment of any type to pupils. Code of Virginia, Section 22.1-253.12(5); 22.1-280.

## **I. Dangerous Situations**

A substitute teacher is responsible for making sure the learning environment is safe. This includes things such as the arrangement of desks/tables/chairs so as not to block exits and proper supervision during the use of potentially dangerous classroom equipment. A teacher must also consider the potential for problems in certain kinds of classes. Planned activities in physical education, science, and technical education classes may be uncomfortable for the substitute teacher. In such cases, the substitute teacher should contact the Department Chair with their concern.

## **J. Condition of Classroom**

Substitute teachers are responsible for the neatness of the classroom and the appropriate use and care of the furniture and equipment during the time they are teaching. Any damage should be reported in writing to the Assistant Director.

## **K. Anecdotal Records**

Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel that your actions might be questioned, note the date and time, the individuals involved, the choices for action considered, and the action taken, and submit with your Substitute Report.



## **ALCOHOL AND DRUG-FREE WORKPLACE**

Maggie L. Walker Governor's School provides guidelines for establishment of an alcohol and drug-free workplace. This regulation forbids the manufacturing, distribution, dispensing, possession and the use of any controlled substance as defined in the Drug Control Act of 1988.

## **WHAT IS EXPECTED OF THE SUBSTITUTE TEACHER**

School Expectation: Upon arrival at school, you should:

1. Contact the office secretary/receptionist or administration regarding substitute procedures and the regular teacher's lesson plans in Room/Office 100 by 8:30AM or 12:00PM for later classes.
2. Carry out the lesson plans, classroom routines, and directions left by the classroom teacher.
3. Long term substitutes may mark all pupil assignments and classroom work given by the regular teacher or substitute, according to teacher evaluation policies and instructions.
4. Record pupil absences according to school procedures.
5. Assume the regular teacher's responsibility for supervision of pupils in the building, on the grounds, or on curricular field trips. A substitute who proceeds with a planned field trip assumes responsibility for the supervision of pupils until the pupils have returned and are dismissed.
6. Assume the regular teacher's routine responsibilities for activities such as collecting fees, distributing supplies, locking doors and any other assigned duties.
7. Become completely familiar with all the school routines, particularly emergency, safety, and fire procedures. NOTIFY the school office in the event you need to leave the building and if applicable to the school, please be sure to sign out before leaving for the day. Do NOT leave students unsupervised.
8. Leave a clear, written summary for the regular teacher of the work covered and other relevant comments when the substitute assignment is completed. Focus on positive and constructive comments.

## **LESSON PLANS WHEN A TEACHER IS OUT FOR EXTENDED TIME**

Teachers who know they are going on extended sick leave should plan lessons for the amount of time scheduled out and include long-range goals to be accomplished for the duration of the leave. The substitute may request assistance from the department chairperson, grade-level chairperson, and site administrators in developing lesson plans, formulating grades, participating in I.E.P. meetings, and holding conferences.