



SUBSTITUTE HANDBOOK

2023-2024

ALLEGHANY HIGHLANDS PUBLIC SCHOOLS

100 Central Circle
Low Moor, Virginia 24457
540-863-1800
Fax: 540-863-1804

www.ahps.k12.va.us

Division Superintendent-----Kimberly K. Halterman
Division Assistant Superintendent-----Melinda Snead-Johnson
Director of Elementary Instruction -----Sherman B. Callahan
Director of Finance-----Rebecca J. Irvine
Director of Human Resources & Pupil Personnel ----- Fred C. Vaughan
Director of Maintenance & Transportation-----Eric D. Tyree
Director of Secondary Instruction -----Dwayne E. Ross
Director of Special Education -----Jason B. Conaway
Director of Technology and Accountability-----Shannon L. Fuhrman
Division Cafeteria Supervisor----- Debra P. Buckner
Supervisor of Customized Learning Programs-----Cindy M. Fox
Supervisor of Instructional Technology----- Lucas C. Conner
Network and Security Administrator----- Joseph A. Stull

Non-Discrimination Statement

The Alleghany Highlands School Board and Alleghany Highlands Public Schools do not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, pregnancy, childbirth or related medical conditions, political affiliation, gender, gender identity, marital status, genetic information, disability, age, or military status in its programs and activities. The following has been designated as the contacts regarding compliance issues associated with this non-discrimination policy and compliance with Title IX: Fred C. Vaughan, Director of Human Resources and Pupil Personnel and Shannon L. Fuhrman, Director of Accountability and Technology. For questions and compliance with Section 504 and ADA, contact Jason B. Conaway, Director of Special Education. Alleghany Highlands School Board Office, 100 Central Circle/P.O. Drawer 140, Low Moor, Virginia 24457. 540-863-1800.

The Alleghany Highlands Public Schools Title IX Coordinators are Fred C. Vaughan, Director of Human Resources and Pupil Personnel, 540-863-1800, fred.vaughan@ahps.k12.va.us and Shannon L. Fuhrman, Director of Accountability and Technology, 540-863-1800, shannon.fuhrman@ahps.k12.va.us. The Title IX Coordinators offices are located at 100 Central Circle, Low Moor, Virginia 24457.

Alleghany Highlands School Board is an Equal Opportunity Employer

July 2023



P.O. Drawer 140
100 Central Circle
Low Moor, Virginia 24457

**SUBSTITUTE TRAINING – SCHOOL BOARD OFFICE – 8:30 AM
ONLINE BY APPOINTMENT**

1. Welcome and Introductions
2. Bloodborne Pathogens Exposure Prevention
3. Sexual Harassment Prevention and Response – ID Title IX Coordinator – Harassment Policy
4. Classroom Management – Do not put hands on students
5. Special Education Students
6. Restraint/Seclusion and De-Escalation
7. Department of Social Services 540-965-1780 or 800-552-7096 or online at vacps.dss.virginia.gov
8. Review of Handbook – Available at Training and on Division Website
9. Flexibility of Daily Assignment
10. Calendar and Payroll Information
11. School Information and Expectations
12. Turning Point Alternative Education
13. Emergency/Safety Procedures – Lock Doors – School Entrance Procedures
14. No Social Media or other communication
15. Homebound Instructor Interest – Contact Cindy M. Fox @ 540-863-1800
16. Absence Management Training for New Substitutes
17. Completed Online Application - fingerprinting and background information

INTRODUCTION

Welcome to Alleghany Highlands Public Schools located in Virginia's Western Highlands. Local schools have provided a system of free public education since the late 1800s. From 1982 until 2001, the Alleghany County schools were operated under a joint agreement with the City of Clifton Forge and designated the Alleghany Highlands Public Schools. The reversion of Clifton Forge to a town government on July 1, 2001, returned the responsibility for public schooling to Alleghany County. Effective July 1, 2022, Alleghany County and Covington City merged schools into a single school division serving the entire Alleghany County/Covington City students and community. The Alleghany Highlands School Board is composed of seven members appointed by the Alleghany County Board of Supervisors and Covington City Council.

The school system operates four elementary/primary schools serving students at Callaghan, Jeter-Watson, Mountain View, and Sharon Elementary; one middle school Covington Middle School; and one comprehensive high school program at Alleghany High School. Jackson River Technical Center located adjacent to Alleghany High School provides educational programs in career and technical education.

The school division is a major employer in the area. There are over 500 certified and classified employees and the bulk of those employees are teachers or instructional assistants. Their daily presence is indispensable to the system; therefore, substitutes must be employed in order to maintain the educational program and provide quality supervision of our students. Substitutes represent that vital replacement which keeps our school running smoothly. It's important that you familiarize yourself with our schools, programs, policies, and practices.

This substitute handbook has been provided to supply you with information about our schools and school division. Whether you are a new substitute or a seasoned veteran, you will find the information on the following pages to be quite helpful. You are encouraged to read it completely and carefully. If you have any questions, please contact the office of Human Resources and Pupil Personnel at 540-863-1800.

School staff may be absent 5 or more days during the school year. This represents a significant amount of learning time for our students. A well-trained, dedicated substitute can provide valuable instruction during a teacher's absence and maintain continuity of the instructional program. Be advised that flexibility is a requirement as building administration may utilize your services for multiple and/or different staff based upon need.

To be effective and make the most of your substitute experience, you should prepare yourself thoroughly for the job. Certain policies apply throughout the system while others are unique to an individual school. Take time to call on the schools early in the year so that you know each school's general layout and their specific location. This handbook will help you in that task.

GENERAL INFORMATION

QUALIFICATIONS:

1. You must submit a completed Classified Application available online at www.ahps.k12.va.us. All applications are pending Board approval.
2. Attend an annual training session. These occur throughout the summer and school year. Dates are listed on the division's website. Online training is also available by contacting 540-863-1814.
3. Verification of completion of 64 semester hours of college credit; or Bachelor's degree ; or successful completion of the Paraprofessional exam; or other experience meeting administrative approval.
3. Complete a Tuberculin Test Evaluation.
4. Complete an I-9 Form (Immigration Form) which requires the presentation of your driver's license and social security card, or another picture I.D.
5. Complete a Search of the Central Registry & Release of Information Form. There is a \$10.00 fee for this search and it is the responsibility of the individual. The \$10.00 fee must be a money order or cashier's check. No cash or personal checks will be accepted.
6. Submit to fingerprinting and provide descriptive information to the Central Criminal Records Exchange (CCRE) for forwarding to the FBI.

PAY:

1. \$135.00 per day with Bachelor's Degree.
2. \$125.00 per day with Associate's degree or 64 credit hours and/or two previous years' experience as a substitute.
3. \$90.00 per day for substituting as a teacher assistant.
4. Secretary: \$13.50 per hour.
5. \$180.00 per day for long-term substituting for certified teaching staff (20 consecutive days for one teacher only).
6. \$200.00 per day for administrative substitution. Degree required.

NOTE: Degreed personnel will be given preference for long-term substitute assignments. Once a substitute has completed twenty (20) consecutive days working for the same teacher, he/she will be paid retroactively on a per diem basis. The rate will be set by the school board on an annual basis. Once the long-term assignment is complete, he/she will return to the regular rates. Due to the Affordable Care Act, a substitute who works more than 30 hours per week on average during the Standard Measurement Review Period, which is 190 days for teacher assistants and 200 days for teachers, is entitled to health insurance benefits. Therefore, substitute hours will be monitored.

Substitutes are encouraged to consult with a financial advisor as to the impact of pay; if any, related to retirement benefits including social security. AHPS takes no responsibility for any penalty an individual may incur.

Substitutes work as needed and should not consider this a guarantee of employment.

GENERAL POLICIES

1. Substitute teachers are expected to dress appropriately for the profession. Blue jeans and extreme clothing are discouraged. Many schools prefer that males wear ties. In certain situations, dress will be dictated by the assignment. Physical education substitutes would be encouraged to wear tasteful athletic wear, career and technical education teachers would not be expected to wear ties or articles of clothing which could pose safety hazards, and special education substitutes may need to clarify dress expectations with the teacher or administration of the school.
2. Lesson plans left by the teacher are to be followed as closely as possible. In emergency situations, substitute folders or emergency plans are available for use. Check with the school administration if this occurs.
3. Be on time and in the school the entire school day. In some last minute situations, this is not always possible. However, keep in mind that the earlier you arrive, the more time you will have to prepare for the day's activities. Remaining until the end of the instructional day ensures quality supervision of all students.
4. Familiarize yourself with the Fire and Emergency Exit Plans in your assigned room and the building.
5. In dealing with discipline, follow the policy and guidelines for each school. Be firm, fair, friendly, and consistent. Don't be antagonistic or engage in verbal battles with students. Don't defend decisions but simply indicate that you are following school policies. The use of corporal punishment in the public schools of Virginia is prohibited by state law.
6. In the event of an emergency involving a student accident or illness, please notify the administration. The use of a responsible student for this should be sufficient. Do not administer any medicine.

NOTE: Nurses are present at each school each day. Check with the school secretary to determine the exact hours. In the event of illness or accidents during these hours, students should be referred to the nurse first.

7. Any duty listed for the teacher becomes your duty. This may include morning duty, hall duty, bus duty, and/or lunch duty. Don't assume that substitutes are free of those responsibilities or that you may leave early. Supervision of students is the main priority.
8. At the end of the day, please take a few minutes and write a summary of the day's activities. This will help the teacher know how much material was covered, any problems of the day, and provide feedback on how to better prepare for a substitute in the future. Please be honest but tactful in your comments.
9. Refrain from making negative judgments and comments about schools and students to others in the community. We all form opinions and have the right to do so. However, confidentiality of students and student records is important. You will often be privy to confidential information to help you perform your duties. Unauthorized release of such information could be a libelous action. If you observe a situation which causes you

concern, please notify the school administration. You may be getting a false impression and your comments could create an unfair impression in the community.

10. For payroll purposes, to assure that credit is given for the day that you substituted, you must report to the school's main office and sign in every day that you substitute. Failure to do this could cause a delay in you getting paid for the days that you worked. Do not assume that the secretary knows that you are in the building, as she may not be the person who contacted you to substitute.
11. The School Board carries a blanket general and legal liability policy for all employees, full-time and part-time. Premiums are paid by the School Board.
12. All substitutes are considered part-time employees and not entitled to benefits. Substitutes may be terminated at any time as determined by the school administration and Alleghany County School Board.

PROHIBITION AGAINST HARASSMENT AND RETALIATION

I. Policy Statement

The Alleghany Highlands School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status, at school or any school sponsored activity.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on protected group status at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's protected group status at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division

- promptly investigates all complaints, written or verbal, of harassment based on protected group status at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

The Compliance Officer is the person designated by the School Board to receive complaints of harassment referred by the Title IX Coordinator and oversee investigation of those complaints as described below.

“Consent” is clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.

Prohibited Conduct

Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

“Sexual harassment prohibited by Title IX” means conduct on the basis of sex that satisfies one or more of the following:

- an employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an individual's participation in unwelcome sexual conduct;
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board's education program or activity; or

□ "sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including socioeconomic level regardless of whether the personal characteristic is protected by law.

"Title IX" means 20 U.S.C. §§ 1681-1688 and the implementing regulations.

"Title IX Coordinator" means the person designated by the School Board to coordinate its efforts to comply with its responsibilities under this policy and Title IX.

The Title IX Coordinators may be contacted at:

Fred C. Vaughan, Jr.
Allegheny Highlands Public Schools
100 Central Circle
Low Moor, VA 24457
(540) 863-1800
fred.vaughan@ahps.k12.va.us

or

Shannon L. Fuhrman
Allegheny Highlands Public Schools
100 Central Circle

Low Moor, VA 24457
(540) 863-1800
shannon.fuhrman@ahps.k12.va.us

ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating learning, resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, interactive whiteboards/panels, audio-visual equipment, multimedia devices, workstations, remote network access, cloud services, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate division business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Use Guidelines established by the superintendent.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. The superintendent is also responsible for reviewing and updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) a prohibition against use of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block internet access through such computers, that seek to prevent access to:
 - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate

for minors;

- (3) provisions establishing that the technology protection measure is enforced during any use of the division's computers;
- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
- (7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
- (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (9) a component of internet safety for students that is integrated in the division's instructional program.

Use of the school division's computer system must be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The division's computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by the School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet.

The failure of any user to follow the terms of this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action. Users of the system agree to indemnify the School Board for any losses, costs, or damages relating to or arising out of any violation of this policy or the Technology Use Guidelines.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the internet.

Furthermore, the School Board is not responsible for any unauthorized charges or fees resulting from access to the computer system.

HELPFUL HINTS

1. Organize a grab bag of tricks to use in the event that you run out of things to do. These might include language and math skill workbooks, flash cards, word and picture searches, games, puzzles, art or craft projects, and story books. Even high school students are amused by some of these items, especially word searches. Most children, regardless of age, like to be read to. While this may represent a small investment, it may produce big dividends in the long run.
2. Consider making name tags for students. In fact, you may have them make their own, nothing fancy. A magic marker and masking tape may be all you need.
3. If you find that you will need technology equipment for the day, check it out early with the appropriate person and find out how it works. There's usually someone ready to help you with this.
4. Arrive early. Nothing will help you have a successful day more than you being ready when the first child arrives. This will give you a few minutes to get to know some of the students and greet them as they arrive. You will quickly find those reliable students who can help you make it through the day.
5. Introduce yourself to other teachers at your grade level or in the same area of the building. You will find that they will all be eager to help you find everything you need. They can clarify questions about attendance procedures, lunch counts, discipline referrals, etc.
6. Be flexible if problems develop. You may not be able to use some of the technology equipment so be prepared with a Plan B.
7. Never leave the class unattended! In the case of elementary students, accompany them to the library, gym, music room, lunch room, rest room, or other area. Meet them when their special class is over. If you must leave the room for some reason, please notify the teacher next to your class who will listen for any disturbance.

Attached are other pieces of helpful information from the school board office and the individual schools. Please keep this handbook for future reference and review its contents. It can help you be a good substitute and good substitutes are always busy.

The following pages contain helpful information about specific schools. You may want to consider calling the principal and arrange a visit to the school early in the year. This will familiarize you with the school.

ALLEGHANY HIGH SCHOOL

210 Mountaineer Drive
Covington, VA 24426
(540) 863-1700

Location: From I-64 East, take Exit 21 at Low Moor and turn left off the exit ramp. From I-64 West, take Exit 21 at Low Moor and turn right off the exit ramp. Turn left at the next intersection onto Winterberry Avenue. Proceed approximately 1 mile and turn right onto Mountaineer Drive. Alleghany High School is located at the end of Mountaineer Drive off of Valley Ridge Road.

Hours: TBD

Sign in at the main office and print out temporary school ID. See secretary for keys to the classroom. Substitutes may also be used for other coverages as needed by the administration.

Special Notes: Professional dress is required. No jeans. Substitute folders are located in the main office. Be sure you know the name of the teacher and the parking space you are to use. All Substitutes are to report at the beginning of the day and remain the whole day, regardless of the planning period. Substitutes are responsible for covering all duties assigned to the teacher they are working for.

COVINGTON MIDDLE SCHOOL

606 S. Lexington Ave.
Covington, VA 24426
(540) 965-1410

Location: From I-64 take exit 12. Off the exit take a left and after passing Food Lion take a right on Chestnut or Oak Street depending upon the side your parking spot is located on.

Hours: TBD

Please sign in at the main office and print out a temporary school ID. The secretary will have a key for the classroom and assist with directions to the room. Substitutes may also be utilized for other coverages and duties throughout the school day.

Special Notes: Professional dress is required. Be sure you know the name of the teacher and the parking space you are to use. All Substitutes are to report at the beginning of the day and remain the whole day, regardless of the planning period. Substitutes are responsible for covering all duties assigned to the teacher they are working for.

JACKSON RIVER TECHNICAL CENTER

105 E. Country Club Lane
Covington, VA 24426
(540) 862-1308

Location: From I-64 East, take Exit 21 at Low Moor and turn left off the exit ramp. From I-64 West, take Exit 21 at Low Moor and turn right off the exit ramp. Turn left at the next intersection onto Winterberry Avenue. Proceed approximately 1 mile and turn right onto Mountaineer Drive. As you approach the parking lot at Alleghany High School, East Country Club Lane will branch off to the left. Take this left and JRTC is the building on the right just above the High School.

Hours: TBD

Sign in at the main office and print out temporary school ID. See secretary for keys to the classroom along with any other information for the class that day. Substitutes may also be used for other coverages as needed by the administration.

Special Notes: Professional dress is required. Be sure you know the name of the teacher you are substituting for. All Substitutes are to report at the beginning of the day and remain the whole day, regardless of the planning period. Substitutes are responsible for covering all duties assigned to the teacher they are working for.

CALLAGHAN ELEMENTARY SCHOOL

4018 Midland Trail
Covington, VA 24426
(540) 965-1810

Location: Callaghan is located off Exit 10 on Interstate 64. From exit, travel south on Rt. 159 for less than a mile. Turn right on Rt. 600 at the Stonewall Service Station and travel approximately 1 mile. The school is located on the left. Please do not park in visitor parking.

Hours: TBD.

Sign in at the main office and print out temporary school ID. Check in at main office with the school secretary to get a substitute key. This key will work to the room, computer lab, and breezeway door to the playground

Special Notes: Professional dress is required. (no tank tops, no flip flops, no jeans unless it's a designated jeans day and you pay) Substitute folders are located in the top desk drawer. Follow assertive discipline plans as posted in classrooms. Emergency plans are located by the door in the classroom, if not included in the substitute folder.

JETER-WATSON ELEMENTARY SCHOOL

574 West Indian Valley Road
Covington, VA 24426
(540) 965-1420

Location: Turn on to route VA-18/S. Carpenter Drive, travel 2.2 miles, turn right when you see the school entrance and take an immediate left and park in the front parking lot.

Hours: TBD

Sign in at the main office. See the secretary for a key to the classroom. Substitutes may also be used for other coverages as needed by the administration. All Substitutes are to report at the beginning of the day and remain the whole work day. Substitutes are responsible for covering all duties assigned to the teacher they are working for.

MOUNTAIN VIEW ELEMENTARY SCHOOL

100 Gleason Drive
Covington, VA 24426
(540) 863-1737

Location: From I-64 East, take Exit 21 at Low Moor and turn left off the exit ramp. From I-64 West, take Exit 21 at Low Moor and turn right off the exit ramp. Turn right at the next intersection onto Winterberry Avenue. Proceed approximately 1/4 mile and turn right onto Irvine Farm Rd. Proceed approximately 1/2 mile and turn left onto Gleason Drive. Mountain View will be on the left off Gleason Drive.

Hours: TBD

Sign in at the main office and print out temporary school ID. Check in at main office the school secretary.

Special Notes: Professional dress is required. See principal for substitute folders or emergency plans. Lesson plans are located in teacher's desk. Special duties, discipline plans, and bell schedules are in plan books.

SHARON ELEMENTARY SCHOOL

100 Sharon School Circle
Clifton Forge, VA 24422
(540) 863-1712

Location: The school is located on old Rt. 60 (Rt. 269) between exits 29 and 35 off Interstate 64. Traveling east from exit 29, the school will be on the right just beyond the Sharon Fire Department which is on the left.

Hours: TBD

Sign in at the main office and print out a temporary school ID. Check in at main office with the

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school secretary.

SPECIAL NOTES: Professional dress is required. Lesson plans are located in the teacher's desk. Emergency plans can be found in the Faculty Handbook on the teacher's desk. A discipline form must accompany any student sent to the office.

THANK YOU FOR BEING A SUBSTITUTE IN OUR SCHOOLS!

Students and staff are prohibited from possessing any tobacco product or nicotine vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity.



PAYROLL END DATES FOR 2023-2024 SCHOOL YEAR

ENDING DATE	PAYDAY
July 08, 2023	July 31, 2023
August 12, 2023	August 31, 2023
September 09, 2023	September 29, 2023
October 14, 2023	October 31, 2023
November 04, 2023	November 21, 2023
December 02, 2023	December 22, 2023
January 13, 2024	January 31, 2024
February 10, 2024	February 29, 2024
March 09, 2024	March 28, 2024
April 13, 2024	April 30, 2024
May 11, 2024	May 31, 2024
June 08, 2024	June 28, 2024

****Payrolls are due at the School Board Office TWO CALENDAR days after the cut-off date****

AHPS Academic Calendar 2023-2024

July	4	Tues	Holiday (All Schools and Administrative Offices Closed)
August	15	Tues	New Employees Report (Professional Development)
August	16	Wed	All Teachers Report (Home School)
August	17	Thurs	All Teachers Report (Convocation)
August	18	Fri	All Teachers Report (Home School)
August	21	Mon	All Teachers Report (Open House 11am-6pm)
August	22	Tues	All Teachers Report (Home School)
August	23	Wed	School Opens (Begin First Nine Weeks)
September	4	Mon	Holiday (All Schools and Administrative Offices Closed)
September	25	Mon	Interim Reports Issued
October	2	Mon	Parent/Teacher Conferences 11:00 a.m. – 6:00 p.m./No School for Students
October	9	Mon	Holiday (All Schools and Administrative Offices Closed)
October	27	Mon	Early Release PD, End 1 st Nine Weeks (45 days)
November	3	Fri	Report Cards Issued
November	10	Fri	Holiday (All Schools and Administrative Offices Closed)
November	22	Wed	Holiday (All Schools and Administrative Offices Closed)
November	23	Thurs	Holiday (All Schools and Administrative Offices Closed)
November	24	Fri	Holiday (All Schools and Administrative Offices Closed)
December	5	Fri	Interim Reports Issued
December	21	Thurs	Holiday (No School for Students/ 12 Month Employees Report*)
December	22	Fri	Holiday (No School for Students/ 12 Month Employees Report*)
December	25	Mon	Holiday (All Schools and Administrative Offices Closed)
December	26	Tues	Holiday (All Schools and Administrative Offices Closed)
December	27	Wed	Holiday (All Schools and Administrative Offices Closed)
December	28	Thurs	Holiday (No School for Students/ 12 Month Employees Report*)
December	29	Fri	Holiday (No School for Students/ 12 Month Employees Report*)
January	1	Mon	Holiday (All Schools and Administrative Offices Closed)
January	2	Tues	Holiday (All Schools and Administrative Offices Closed)
January	3	Wed	School Reopens
January	15	Mon	Holiday (All Schools and Administrative Offices Closed)
January	19	Fri	Teacher Workday
January	22	Mon	Professional Development Day-Elem and Middle, Workday High School (no school for students), End of 1 st Semester, 90 days
January	26	Fri	Report Cards Issued
February	22	Thurs	Interim Reports Issued
February	26	Mon	Parent/Teacher Conferences 11:00 a.m. – 6:00 p.m./No School for Students K-8; Prof Development Day for High School
March	7	Thurs	#Spring Break/12 month Employees Report*
March	8	Fri	#Spring Break/12 month Employees Report*
March	28	Thurs	Early Release PD, End 3 rd Nine Weeks (45 days)
March	29	Fri	Holiday (All Schools and Administrative Offices Closed)
April	1	Mon	Holiday (All Schools and Administrative Offices Closed)
April	2	Tues	Holiday (All Schools and Administrative Offices Closed)
April	8	Mon	Report Cards Issued
May	3	Fri	Interim Reports Issued
May	27	Mon	Holiday (All Schools and Administrative Offices Closed)
June	1	Sat	Allegheny High School Graduation 10:00am
June	5	Wed	**Anticipated End of Fourth Nine Weeks (45 Days) / Second Semester (90 Days) / School Year (180 Days)/Early Release
June	6	Thurs	Workday
June	19	Wed	Holiday (All Schools and Administrative Offices Closed)

** The last day of the first semester and the last day of school are subject to change in order to maintain 90 days in each semester in order to meet state mandates for instructional time.
 A certain amount of bank time will be available each semester to account for school closures due to weather or other emergencies. Other assignments of bank days not utilized will be left to the discretion of the board.
 * 12 month employee report work days may be adjusted throughout the year
 # These holidays may become regular school days. Please refrain from making plans that cannot be changed.



Absence Management

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

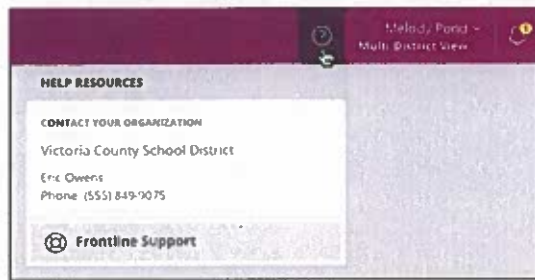
If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location
Mon, 4/30/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.



Getting Started as a Substitute

 absence-help.frontlineeducation.com/hc/en-us/articles/115004472967-Getting-Started-as-a-Substitute

This guide will address basic system functions and help maximize your potential to find the best jobs.

Note

Some system features are permission-based. This means you may see something in an article that appears different for your setup. These system permissions are determined by your *district*, so if you encounter an issue, you will need to contact your district's Administrator.

Reference the "" **icon** in the top right corner of your application for the Admin's contact details.

Basic Training Video

In the basic training video, let's review important topics that include the login process, how to find and accept available jobs, PIN management, and more!

VIDEO

Check out our related video -

Sub Basic Training (2:48)

- as you review this topic.

Ready to learn? After you view the basic video, dig deeper by watching the advanced training video.

Easily Find and Accept Available Jobs

Absence Management offers both phone and web services. You can call in to the Absence Management system toll-free at **1-800-942-3767** or log in at **aesoponline.com**. These options provide the flexibility to proactively search for jobs and fill your schedule the way you want.

The system sends notifications about available jobs that align with your qualifications. Most employee absences are entered the day before the absence occurs, but employees can also enter their absences further out. Depending on your district's settings, you can discover available jobs that occur days, weeks, or even months in advance.

When a job for which you are qualified and available is entered, the Absence Management system will notify you about the new job over the phone and also via the online application. You can then choose to accept or reject the assignment.

For more information about how to find available jobs in the system, check out this article.

Manage your Preferences

Your schedule and call-time preferences determine how the system notifies you about potential jobs. You can enter Non-Work Days, specify which schools are preferred, and adjust call times to fit your schedule.

Non-Work Days

Are you going to be on vacation for a week this summer? Or would you prefer to never be offered Friday jobs? You can enter "Non-Work Days" which tell the system that you do not want to be called for jobs on those pre-defined days.

Learn more about how to add and manage Non-Work Days here.

Preferred Schools

Do you prefer to work at one location over another? The system allows you to choose which schools can (and cannot) send you job offers. Just keep in mind that you increase the odds of finding a job by keeping more locations selected.

[Click here to learn more about the Preferred Schools list.](#)

Call Times

One of Absence Management's great features is its ability to automatically call and offer you available jobs. However, certain times may not work for your schedule. For example, at 5 AM you may be sleeping. The system allows you to customize these call times and determine when you should and should not be contacted about available jobs.

Reference this article to manage call time preferences.

Looking for more? Reference this FAQ article to better understand account settings, multi-district views, and other trending questions.

Recently viewed articles

[Substitute QuickStart Guide](#)

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