

# **Augusta County Public Schools**

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## **Substitute Teacher Handbook 2023-2024**

# Substitute Teacher Handbook

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# **PUBLIC NOTICE**

## **NONDISCRIMINATION POLICY**

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All students attending Augusta County Public Schools may participate in education programs and activities, including but not limited to health and physical education, music, vocational and technical education. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, color, national origin, religion, age, disability, or gender.

Specific complaints of alleged discrimination under Title IX (gender) and Section 504 (disability) should be referred to:

### **Title IX Coordinator**

**Kelly F. Troxell, Ed.D.**  
**Executive Director of Personnel**  
**P.O. Box 960**  
**18 Government Center Lane**  
**Verona, VA 24482**  
**(540) 245-5107**

### **Section 504 Coordinator**

**Douglas W. Shifflett, Jr., Ed.D.**  
**Deputy Superintendent for Administration**  
**P.O. Box 960**  
**18 Government Center Lane**  
**Verona, VA 24482**  
**(540) 245-5108**

## **INTRODUCTION**

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### **Purpose**

The purpose of the Augusta County Public Schools Substitute Teacher's Handbook is to:

1. Define the philosophy for substitute teachers
2. Describe the qualifications for and process of becoming a substitute teacher
3. Define the general, legal and ethical responsibilities for substitute teachers
4. Describe pay and benefits for substitute teachers, and
5. Provide general information regarding individual schools and the Augusta County Public School system.

### **Philosophy**

Augusta County Public Schools have a long-standing tradition of excellence in education. An integral part of that tradition is our commitment to providing high quality instruction in the classroom. Augusta County teachers meet that commitment through their daily dedication of time and effort. On those occasions when teachers cannot be in the classroom, we call upon substitute teachers to continue the task of providing instruction and leadership for our students.

This Handbook is designed to act as a resource for substitute teachers. It provides a knowledge base of information concerning the procedures and expectations involved in the substitute teaching process.

Substitute teachers are often called upon with short notice and expected to fill the role of experienced classroom teachers. This Handbook provides basic information that seeks to make substitute teachers as effective as possible. In doing so, we strive to maintain the high standards of our school system for the education of our students. Substitute teachers play an important role in continuing the tradition of excellence in Augusta County Public Schools and this Handbook is intended to support that purpose.

### **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.

## **Message from the Superintendent of Augusta County Public Schools**

The Substitute Teacher's Handbook is designed to offer you, as our substitute teacher, a basic guide for a successful experience. When you accept the opportunity to be a substitute teacher in Augusta County Schools, you are accepting a tremendous responsibility. We expect our children to be academically challenged and have a profitable day of learning in the classroom every day. A day in the classroom with a substitute teacher is no exception for that learning expectation.

There was a time when a substitute was thought of as a "babysitter" of sorts, someone who was there in the classroom to maintain order and make it through the day. In an era of unprecedented accountability, that is no longer the case. You will be expected to complete the assignments left by the teacher and to make a difference in the learning opportunities for our children. We are entrusting you with our most valuable resource, our children.

As you complete your substitute assignment for our children and schools, if there are items or suggestions you would like to offer to improve the information in the Substitute Teacher's Handbook, or your experience while a substitute, then do not hesitate to leave your suggestions with the principal. They will forward your thoughts for consideration in future updates of the Substitute Teacher's Handbook.



Dr. Eric W. Bond  
Division Superintendent

## **GENERAL INFORMATION – SUBSTITUTE TEACHERS**

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### **Qualifications for Substitute Teachers**

Individuals interested in becoming substitute teachers must meet several basic requirements.

1. While a college degree or coursework toward a degree is preferred, the minimum educational requirement for substitute teaching is a high school diploma.
2. A criminal background check including a fingerprint check, as well as Child Protective Services/Central Registry Release of Information form is required.
3. For long-term substitute assignments, individuals should have a teaching certification in the area in which he/she is teaching.

### **Application Process**

If you are interested in becoming a substitute teacher in Augusta County Public Schools, you need to follow the procedures outlined below:

1. Call the school where you wish to substitute and make an appointment to meet with the principal.
2. When you visit the school, take a resume with you that clearly identifies your experience and qualifications. Be sure to list any courses you have taken and/or degrees you have acquired.
3. During the interview with the principal, be prepared to address questions regarding how you will handle classroom discipline and implement instructional plans.
4. Become familiar with the general expectations and responsibilities of the job.

### **Application Process – Additional Requirements**

Once hired by a school administrator, the approved individual must call the ACPS School Board Office at (540) 245-5100 to schedule a new hire meeting. During the new hire meeting, the Personnel and Payroll Staff will assist you with the following:

- a. Virginia Department of Social Services/Child Protective Services Central Registry Release of Information
- b. Physician's Certificate: Public School Employee (TB Form)
- c. Employee Eligibility Verification (Form I-9)
- d. Fingerprinting Process completed at Central Office
- e. Employee's Withholding Allowance Certificate (W-4)
- f. Employee's VA Income Tax Withholding Exemption Certificate (VA-4)
- g. Drug-Free Workplace Policy
- h. Direct Deposit Authorization Form

Once the individual is accepted as a substitute teacher, has completed all forms, and has been cleared the individual qualifies to work at all public schools within Augusta County.

### **Accepting and Canceling Substitute Assignments**

1. When called or asked to substitute, you should obtain the following information:
  - a. Name and location of school.
  - b. Time to report for assignment.
  - c. Person to whom you are to report.
  - d. Name of teacher you are replacing.
  - e. Grade, subject, or level you are covering.
2. Substitutes are expected to report for accepted classroom assignments on the specified day and time. If there is a change in your availability for substituting at a particular school on a prearranged date, you are to cancel the job by contacting the school as soon as possible.

## **Obligations of the Classroom Teacher**

You may expect the regular classroom teacher to provide:

1. An up-to-date seating chart or other method to identify each student in each class.
2. Detailed lesson plans that permit you to proceed without further assistance.
3. Names of any pupils having assigned responsibilities within the classroom.
4. Information about potential behavioral problems with specific individuals or groups.
5. Details regarding additional responsibilities that accompany the assignment.
6. Information regarding attendance reports or other methods of pupil accounting.
7. Names of other staff members who may provide information and assistance.
8. Information regarding classroom or school-wide emergency procedures.
9. Contact information in order to reach the teacher, if requested.
10. An assessment of your performance during the time you substituted in the classroom.

## **Classroom Procedures**

1. Upon arrival for the assignment, the substitute should report directly to the school office and sign in according to the procedures set at each school.
2. Obtain the substitute folder from the principal or his/her designee. The substitute folder should include the information listed above. A classroom key may also be provided at this time.
3. The substitute must review the substitute folder giving particular attention to the school schedule, school and classroom policies and emergency procedures.
4. Once in the classroom, the substitute should study the lesson plans. If the plans are incomplete or confusing, consult with the principal or his/her designee for assistance prior to the arrival of students.
5. The substitute should locate posted fire drill instructions and take a quick tour of the room to locate material and classroom supplies.
6. When the students arrive, the substitute should inform them of expectations regarding academic work and behavior. This should set the tone for the class and establish proper standards for the students.
7. When the school day ends, the substitute must:
  - a. Leave the substitute folder, classroom materials, student work, notes to the regular teacher, evaluation notes or any other classroom items on the teacher's desk or where directed to do so by the teacher's written instructions or school office instructions.
  - b. Leave the classroom and materials in order.
  - c. Return keys to the school office.
  - d. Contact the principal or his/her designee with any additional information.
8. Substitutes are required to remain throughout the entire school day (unless otherwise released by the building principal), and check out through the school office at the end of the day.



## **Emergency Procedures**

While following proper procedures and policies helps prevent problems from happening, emergency situations may occur. These situations may involve issues outside of the classroom such as fire drills or emergency evacuations or situations inside the classroom such as behavioral disruptions. Substitutes should familiarize themselves with any information provided by the regular teacher (See Information Sheet for Substitute Teachers, Handbook page 15) regarding emergency procedures. Sources of information and assistance in addition to teacher-provided materials include nearby teachers, teacher assistants, counselors, librarians, custodians, cafeteria workers and other support staff. When practical, substitutes may contact the principal or his/her designee for assistance.

Several situations in particular require mention.

1. During a fire drill or other emergency procedure, use good judgment in moving students in a quick, direct, and orderly manner. You may wish to make a written note of the number of students in your charge during each class period in order to quickly account for each student in an emergency situation.
2. In case of possible medical emergencies, make note of the location of clinic facilities upon your arrival in each school.
3. School office staff are vital sources of information in case of an emergency. Be sure to know the location of the school office from all locations within the building.

## **Behavior Management**

While teaching is the primary function of the substitute teacher, maintaining appropriate behavior in the classroom is a major component in that process. The regular classroom teacher should provide basic instructions regarding academic and behavioral expectations for each class. Additional information may be available at each school through the Student Code of Conduct adopted at individual schools and throughout the entire school system.

As a basic guideline, use the following principals in managing the classroom:

1. **Establish Clear Expectations.** Most classrooms have posted academic and behavioral guidelines. Reinforce these standards for each class throughout the day or periodically during the day depending on the assignment. If expectations are not posted or if you wish to emphasize additional guidelines, take time at the beginning of each class to provide this information in a positive, encouraging manner. Time spent defining expectations is well spent and may make class times more effective and enjoyable.
2. **Define Positive and Negative Consequences.** Encourage students concerning the positive benefits of cooperative behaviors in class. Likewise, share the potential loss of privileges and freedom if behaviors are uncooperative. While threats of disciplinary action are not highly effective, fair warning regarding potential negative consequences allows students to make a conscious choice regarding their behavior and its outcome.
3. **Minor vs. Major Behavior.** While any misbehavior in the classroom lessens the effectiveness and enjoyment of the educational experience, some behaviors are clearly less significant than others. Minor disruptions and annoyances (i.e., not having paper, turning around in the desk) may be best handled through quiet verbal correction or ignoring. More significant behavioral concerns (i.e., continuous disruption, verbal or physical threats) which prevent the teaching process from occurring or create unsafe or threatening conditions may require removal from the classroom of the disruptive student(s) through normal disciplinary procedures. (These should be made clear through the regular teacher's instructions or through written school policy.)
4. **Private vs. Public Correction.** While it is not always possible, most students respond best to one-to-one correction of inappropriate behaviors. This private interaction lessens the potential audience for students wishing to get attention and may help create a bond between the substitute and the disrupting student. When correcting students publicly, provide specific instructions of what is expected and allow the student to choose how to respond. Students who continue to disrupt the instructional process may require more restrictive disciplinary actions.
5. **Patience and/or Action.** Deciding when to ignore a behavior and when to take action is not always easy. Some behaviors extinguish when ignored and given no reinforcement. At other times a student may seem determined to gain attention and cause disorder in the classroom. Using guidelines provided by the regular teacher and written school policy, the substitute should seek to create a safe, productive environment and may intervene as needed to maintain that standard.

## **Legal Responsibilities**

Substitute teachers have the legal responsibility to act in such a way as to minimize the probability of problems or accidents occurring within the school setting. The following guidelines will reduce the potential of accidental injury to students. Following these steps will also decrease the likelihood of the substitute being held liable should injury occur. These guidelines are:

1. Provide proper instruction prior to beginning a task. The younger the student, the more detailed the required instruction.
2. Provide sufficient supervision to assure students perform the task at hand. The more involved and complex the task, the closer and more intense the supervision required ensuring student safety.
3. Ensure the safe condition of equipment used in an activity. If the equipment required in an activity appears questionable or unsafe, discontinue the activity immediately and notify the regular teacher in writing of the problem.
4. Avoid potentially dangerous situations by using the rule of foreseeability. It is foreseeable, for example, that allowing students to climb to the top of trees could result in serious injury.

## **Professional Ethics**

Substitutes, as a part of the professional staff, are expected to practice professional ethics at all times. Some basic guidelines for ethical conduct include:

1. All student records are confidential and should not be discussed within the school to staff members who are not directly involved with the student or outside the school to anyone in the community. You may be held legally liable for the release of confidential information about students regardless of whether your actions were intentional or accidental.
2. Avoid discussing student behaviors, particularly those involving disciplinary action, to persons not directly involved in the situation. Disciplinary procedures may involve local, state, and federal laws and strict confidentiality may be part of the legal process protected by these laws.
3. Avoid discussing the actions or behaviors of fellow teachers or staff members. If you have serious concern regarding the conduct of a school employee, address the issue privately with the school principal.

### **Payment for Services**

The following guidelines apply regarding payment for services with substitute teachers:

1. Substitute teachers shall be employed and paid on an hourly basis without issuance of an employment contract.
2. If schools do not open due to inclement weather or emergency, the substitute should not report to work and will not be paid.
4. The school board shall determine the salary scale for substitute teachers.
5. Substitute teachers payroll is dated the fifteenth (15) day of the month for the days worked in the preceding month. Direct deposit is mandatory.
6. A substitute teacher who teaches continuously for sixteen (16) or more days for the same teacher and is highly qualified shall be considered a long-term substitute and be paid accordingly. Highly qualified is defined as possession of a teaching license or having a college degree BS; BA or above with experience in the area for which they are substituting.
7. The Augusta County Schools Administrative Policy Manual, Regulation 5.240 (included on the following page) provides additional information regarding pay rates for substitute teachers. Refer to the Administrative Manual located on the school board website for the latest policy revisions.

### **Benefits**

The following guidelines apply regarding benefits for substitute teachers:

1. Substitute employees, without exception, are eligible to participate in the tax deferred annuity (TDA) program. A listing of TDA products is available through the payroll accountant.
2. Substitute teachers are insured by the tort insurance policy in effect with the Augusta County Public School system.

PERSONNEL

Recruitment, Selection, and Appointments

Temporary and Part-time Personnel

Substitute Teachers

Principals should maintain an active file on each regularly used substitute teacher. Substitutes are to be in-serviced in local school routines and made familiar with the Augusta County Substitute Teacher Handbook.

The selection of substitutes is an administrative function. Principals, or their administrative designee, shall contact substitutes to serve in the school and shall schedule them directly as needed. For extended substitute coverage, principals shall contact the Assistant Superintendent for Personnel for coordinating the teacher coverage.

Substitute teachers shall be employed and paid on an hourly basis without issuance of an employment contract. A substitute teacher's work hours should not exceed 7.5 hours each day. Time shall be recorded in the automated Time Clock system. If schools do not open due to inclement weather or emergency, the substitute will not work or be paid.

The hourly rates of pay are:

Substitute for Aides	\$ 14.00
Substitute for Teachers	\$ 17.00
Long-Term* Substitutes for Teachers	\$ 23.00

\* The Virginia Board of Education requires that a substitute teacher who teaches continuously in excess of ninety (90) days hold a license. By definition, long-term substitute teachers are those who work continuously for 16 or more days for the same teacher and are considered highly qualified.

Highly qualified is defined as possession of a teaching license or having a college degree BS; BA or above with experience in the area for which they are substituting.

Substitute work may not be accumulated for pay purposes.

All substitute work shall be recorded on the Principal's Monthly Report of Teacher Absences which is submitted at the end of each month. (Only those long-term substitute teachers who teach for a semester or longer on contract are excluded from this reporting procedure.)

Homebound Teachers

The hourly rate for homebound instruction teachers will be \$25.00 per hour of instruction.

### **Information Specific to Individual Local Schools**

This handbook is designed to provide general information and guidance regarding the duties and responsibilities of substitute teachers. Individual schools will provide more specific details through the following information and materials:

1. The names of administrators, teachers and school staff.
2. Period and class schedules.
3. Lunch schedules and procedures.
4. Floor plan of building.
5. Individual school and Augusta County Public Schools Student Code of Conduct.
6. Emergency Procedures.

## **GENERAL INFORMATION – AUGUSTA COUNTY PUBLIC SCHOOLS**

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### **Elementary Schools – Contact List**

#### **Cassell Elementary School**

1301 Rockfish Road  
Waynesboro, Virginia 22980  
Telephone: (540) 946-7635  
Shannon Brake, Principal  
Taylor Mauzy, Assistant Principal

#### **Churchville Elementary School**

3710 Churchville Ave.  
Churchville, Virginia 24421  
Telephone: (540) 337-6036  
Carrie Barb, Principal  
Rebecca Gilkerson, Assistant Principal

#### **Clymore Elementary School**

184 Fort Defiance Road  
Fort Defiance, Virginia 24437  
Telephone: (540) 245-5043  
Kaitie Saunders, Principal  
Kyle Harris & Robert Lunger (Intern), APs

#### **Craigsville Elementary School**

100 First Street  
Craigsville, Virginia 24430  
Telephone: (540) 997-9184  
Ali Wright, Principal

#### **North River Elementary School**

3395 Scenic Highway  
Mt. Solon, Virginia 22843  
Telephone: (540) 886-8550  
Sarah Davis, Principal

#### **Riverheads Elementary School**

239 Don Hanger Circle  
Staunton, Virginia 24401  
Telephone: (540) 337-2535  
John Matherly, Principal  
Sarah King & Erica Cason (Intern), Ass't. Principals

#### **Stuarts Draft Elementary School**

63 School Boulevard  
Stuarts Draft, Virginia 24477  
Telephone: (540) 337-2951/(540) 946-7621  
Tina Bowersox, Principal  
Amanda Fauls, Assistant Principal

#### **Stump Elementary School**

115 Draft Avenue  
Stuarts Draft, Virginia 24477  
Telephone: (540) 337-1549  
Shawn Baska, Principal  
Laura Hodges, Assistant Principal

#### **Wilson Elementary School**

127 Woodrow Wilson Avenue  
Fishersville, Virginia 22939  
Telephone: (540) 245-5040/(540) 949-6134  
Dawn Young, Principal  
Jennie Reaves, Assistant Principal

## **Middle and High Schools – Contact List**

### **Middle Schools**

#### **Beverley Manor Middle School**

58 Cedar Green Road  
Staunton, Virginia 24401  
Telephone: (540) 886-5806  
Yvonne Howdyshell, Principal  
Mike Conner, Associate Principal  
Anne Freeman, Assistant Principal

#### **Stewart Middle School**

118 Fort Defiance Road  
Fort Defiance, Virginia 24437  
Telephone: (540) 245-5046  
Fonda Morris, Principal  
Wendy Hull, Assistant Principal

#### **Stuarts Draft Middle School**

1088 Augusta Farms Road  
Stuarts Draft, Virginia 24477  
Telephone: (540) 946-7611  
Scott Musick, Principal  
Tammy Chambers, Assistant Principal

#### **Wilson Middle School**

232 Hornet Road  
Fishersville, Virginia 22939  
Telephone: (540) 245-5185  
Sharon Hilbert, Principal  
Joshua Podgorski and Andrew Grove,  
Assistant Principals

### **High Schools**

#### **Buffalo Gap High School**

1800 Buffalo Gap Highway  
Swoope, Virginia 24479  
Telephone: (540) 337-6021  
Dr. Ian Marshall, Principal  
Crystal Coffman, Assistant Principal  
Rod Bowers, Assistant Prin./Athletic Director

#### **Fort Defiance High School**

195 Fort Defiance Road  
Fort Defiance, Virginia 24437  
Telephone: (540) 245-5050  
Alan Shull, Principal  
Serena Campbell & Mark Mace, Assistant Principals  
Richard Miller, Assistant Prin./Athletic Director

#### **Riverheads High School**

19 Howardsville Road  
Staunton, Virginia 24401  
Telephone: (540) 337-1921  
Matt Stevens, Principal  
Erinn Hailey & Adam Mulcahy (AD), Ass't Principals

#### **Stuarts Draft High School**

1028 Augusta Farms Road  
Stuarts Draft, Virginia 24477  
Telephone: (540) 946-7600/(540) 886-8500  
Tony Ramsey, Principal  
Danielle Shields and Steve Hartley, Ass't. Principals  
Jeremiah Major, Assistant Prin./Athletic Director

#### **Wilson Memorial High School**

189 Hornet Road  
Fishersville, VA 22939  
Telephone: (540) 886-4286/(540) 949-8643  
Crystal Hanger, Principal  
Adam McLaughlin and Steve Hom, Ass't. Principals  
Craig Flesher, Assistant Prin./Athletic Director



## **CLASSROOM FORMS**

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The following pages provide several forms for use by the substitute teacher and by the regular classroom teacher.

1. The Information Sheet for Substitute Teachers provides basic classroom management information for the substitute teacher.
2. The Substitute's Report to Regular Classroom Teacher summarizes the activities for the day.
3. The Substitute Record of Days Worked provides a basic method of record keeping for the substitute teacher.

## Information Sheet for Substitute Teachers

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

1. Behavioral and Academic Expectations - Students are expected to:

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2. The following students may need special attention and should be handled as follows:

Student Name	How to handle
--------------	---------------

_____	_____
_____	_____
_____	_____
_____	_____

3. The following students have medical concerns:

Student Name	Medical Concern	Action Required
--------------	-----------------	-----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Students may receive a pass to leave the room for the following reasons:

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5. The following students can help with any questions:

_____	_____
_____	_____
_____	_____

6. The following teachers can provide information and assistance:

Name: _____	Room Number: _____
Name: _____	Room Number: _____

7. Please \_\_\_\_\_ correct papers \_\_\_\_\_ do not correct papers.

## Substitute Teacher's Report to Regular Classroom Teacher

Substitute Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Regular Classroom Teacher: \_\_\_\_\_

Class or Subject: \_\_\_\_\_

Assignment or Activity: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Class or Subject: \_\_\_\_\_

Assignment or Activity: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Class or Subject: \_\_\_\_\_

Assignment or Activity: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Class or Subject: \_\_\_\_\_

Assignment or Activity: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Class or Subject: \_\_\_\_\_

Assignment or Activity: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Exceptional Events (Academic and/or Behavioral): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments/Suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Substitute Record of Days Worked

[illegible]

## **PERSONNEL FORMS**

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The following forms are required of all new employees and will be completed during the New Hire Appointment at Central Office:

- ❖ Drug Free Workplace Policy
- ❖ Physician's Certificate: Public School Employee (TB Form)
- ❖ Fingerprinting Form
- ❖ Central Registry Form
- ❖ Payroll Forms

EMPLOYEE NAME

LAST NAME

FIRST NAME

MIDDLE NAME

ADDRESS

STREET

CITY

STATE

ZIP

DATE OF BIRTH

MONTH

DATE

YEAR

CITIZENSHIP

SOCIAL SECURITY #

PHONE NUMBER

EMAIL

FOR THE DESIGNATION OF RACE, PLEASE USE THE FOLLOWING (MORE THAN ONE ETHNICITY CAN BE CHECKED).

AMERICAN INDIAN / ALASKA NATIVE	
ASIAN	
AFRICAN AMERICAN	
HISPANIC	
WHITE	
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	

GENDER	RACE	HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	BIRTH STATE

POSITION HIRED \_\_\_\_\_ SCHOOL / DEPARTMENT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**OFFICE USE ONLY**

DATE \_\_\_\_\_ TECHNICIAN \_\_\_\_\_ RESULTS

☐

CLEARED

☐

NOT CLEARED

## PERSONNEL

As a condition of employment every new employee shall submit a certificate signed by a licensed physician, physician assistant, nurse practitioner, or registered nurse stating the employee appears free of communicable tuberculosis.

<b>AUGUSTA COUNTY SCHOOLS</b> <b>OFFICE OF PERSONNEL</b> <b>Reference: Policy &amp; Regulation 5.210</b>		
<b>PHYSICIAN'S CERTIFICATE: PUBLIC SCHOOL EMPLOYEE</b>		
Employee Name _____	Sex _____	D.O.B. _____
Address _____ _____		
<i><b>I hereby certify that the above named is believed free of communicable tuberculosis as of this date.</b></i>		
Printed Name _____		
Signature _____		
Address _____	_____	
Telephone No. _____		
Date _____		
I am a licensed health care provider in _____ (State or District), United States.		

This form is provided for use under provisions of Section 22.1-300, Code of Virginia.

It is required of all new employees and of all other employees at such intervals as deemed appropriate by the local school board.

## PERSONNEL

### Employment Relations Alcohol and Drug Free Workplace

Employees are Augusta County Public Schools' (ACPS) most valuable resource in our efforts to execute our mission, and our employees' health and safety is, therefore, a serious concern. It is the policy of the Augusta County School Board (School Board) to prevent drug, marijuana, or alcohol use or abuse from having an adverse effect on our students or employees, or on the safety of our students and the workplace. The School Board maintains that the work and school environment is safer and more productive without the presence of alcohol, marijuana or marijuana products, illegal drugs, or misused over-the-counter or prescription medications in the bodies of its employees or on Augusta County school property. Employees who use or possess illegal drugs or marijuana or abuse alcohol pose dangers to themselves, students, co-workers and School Board assets by impairing safety and health, promoting crime, lowering productivity and quality of work, and undermining public confidence in school employees. Furthermore, employees have a right to work in an alcohol and drug-free environment and work with persons free from the effects of alcohol or drugs. The School Board is committed to maintaining an alcohol, marijuana, and drug free workplace. Augusta County Public Schools, in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991, and consistent with the prohibitions contained in Virginia Code 4.1-309, 4.1-309.1, 4.1-1109 and 18.2-255.2, will not tolerate the use, possession, or distribution of illegal drugs, marijuana, or alcohol on its premises or at any of activities or events it sponsors, nor will employees be permitted to work under the influence of these substances.

For purposes of this policy, "illegal drugs" shall mean any controlled substance, illegal stimulants or steroids, or imitation controlled substance whose unauthorized manufacture, distribution, dispensing, possession, consumption, use or sale is prohibited by federal or state law without prescription. "Illegal drugs" also includes misuse of over-the-counter or prescription drugs.

For purposes of this policy, "marijuana" and "marijuana products" shall have the meanings contained in Virginia Code section 4.1-600.

### **Prohibitions**

Employment, or continued employment with Augusta County Public Schools, is contingent upon the employee's adherence to prohibitions of this policy and, where applicable, associated regulations. All employees must acknowledge that they have been informed of this policy and agree to abide by it in all respects as a condition of continued employment.

No employee of the School Board will

- report to work impaired by or under the influence of alcohol, marijuana or any marijuana product, or illegal drugs;
- have the odor of alcohol, marijuana or marijuana product(s), or illegal drugs on his/her breath or clothing while on duty, on school property, at any school sponsored event, activity, field trip or athletic event or at any other time the employee is charged with safety or supervision of any student(s);



- use, possess, consume, distribute, sell, manufacture, dispense or be under the influence of alcohol, marijuana or marijuana products,<sup>1</sup> or illegal drugs
  - on duty;
  - on school property;
  - at any school sponsored event, activity, field trip, or athletic event;
  - at any time when the employee is charged with supervision or safety of any student(s); or
  - under circumstances that generates negative publicity or otherwise adversely affects the School Board, its employees or its students.

An employee may be in violation of and disciplined under this policy even if actual consumption or use of alcohol, marijuana or marijuana products, or illegal drugs occurred “off-duty” and away from school property.

Any employee convicted of any alcohol, marijuana or marijuana product, or drug-related crime occurring under the circumstances described in this paragraph shall notify the division superintendent or his designee within five (5) days after such conviction.

A violation of the prohibitions or requirements in this policy shall be grounds for disciplinary action up to and including dismissal from employment.

In addition, more specific rules, set forth in Regulation 5.130, apply to applicants for and employees in “safety sensitive positions,” and to all employees for whom a supervisor develops reasonable suspicion of alcohol, marijuana or marijuana products, or illegal drugs under circumstances that could violate this policy.

### **Testing and Failure to Submit to Testing**

All applicants for and employees in “safety sensitive positions,” as defined by United States Department of Transportation regulations (which includes CDL employees and applicants), are subject to pre-employment, random, post-accident and “reasonable suspicion” testing pursuant to regulation 5.310. Employees who regularly transport students in School Board vehicles are also considered to be in “safety sensitive positions” for purposes of the School Board’s testing regulations.

Any other employee reasonably suspected to be in violation of this policy shall be subject to prompt testing for alcohol, marijuana or marijuana products, or illegal drug use and the employee will not resume employment responsibilities until negative test results are obtained. In all cases, “reasonable suspicion” shall be based on direct observations of the employee in question and may arise from, but is not limited to, any one or more of the following observed conditions or behaviors: glazed or bloodshot eyes; abnormally dilated or constricted pupils; red or flushed face or skin; frequent sniffing; slurred

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<sup>1</sup> Possession and/or consumption of marijuana on public school grounds remains unlawful. Work impairment caused by use of cannabis oil/products (even pursuant to a health care provider’s certification) may result in adverse employment consequences.

speech; sudden weight loss; needle marks; staggering or other difficulty walking; odors; erratic behavior or work performance; accidents in the workplace; poor concentration; change in personality; agitation and/or explosiveness; altercations or violence in the workplace; excessive absenteeism or tardiness; and/or lethargy. The facts supporting a finding of "reasonable suspicion" should be documented in writing by observing witness(es) within a reasonable time after the observation(s).

Failure to make oneself available or to submit to testing, or intentional failure to provide sufficient or valid samples for testing, when reasonable suspicion exists, will result in disciplinary action up to and including dismissal.

### **Distribution of Policy & Acknowledgement**

All employees shall be given a copy of the "Alcohol and Drug-Free Work Place Acknowledgement Form" which shall constitute notice that they agree to abide by this Policy, and where applicable Regulation 5.130, as a condition of employment.

#### **AUGUSTA COUNTY SCHOOLS -- OFFICE OF PERSONNEL**

Alcohol and Drug Free Work Place Acknowledgement Form  
Employment Relations ***Policy & Regulation 5.130***

I acknowledge that I have been informed of Alcohol and Drug Free Policy and Regulation 5.130, and voluntarily agree to abide by and consent to it in all respects as a condition of continued employment.

Place of Employment\_\_\_\_\_

Title of Position\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Printed Name\_\_\_\_\_

#### **LEGAL REFERENCE:**

Code of Virginia, 1950, as amended, §§ 4.1-309, 4.1-309.1, 4.1-600, 4.1-1100, 4.1-1109, 4.1-1110, 18.2-255.2, 22.1-78, 22.1-178;

Regulations Governing Pupil Transportation, 8 VAC 20-70-280;

Drug Free Schools acts, 20 U.S.C. 5812, 20 U.S.C. 7101 et seq.

Drug Free Workplace Act, regulations at 34 C.F.R. 84.100 et seq.;

Department of Transportation regulations, 49 C.F.R. 382.101 et seq.; 49 C.F.R. 40.1 et seq.

Policy Adopted: December 1, 1994

Augusta County School Board

Revised: July 1, 2015

Revised: July 1, 2023