

CASE MASTER AGREEMENT LANGUAGE

F. SUBSTITUTES

Substituting for Instructional Assistants

1. When a teacher is not on duty because of an **EMERGENCY**, an assistant may substitute for a teacher for up to two (2) hours. When a teacher is on duty, no assistant shall be required to substitute for a teacher.
 - It is appropriate to use an instructional assistant as a substitute in an emergency situation. It is not appropriate to assign an instructional assistant to a class in order to provide planning time for teachers.

If you have any questions or concerns about substituting, it is *appropriate* to call your **UniServ director Cheryl McLeod at 410-848-0983**.

Classroom Management Tips

*If you are called upon to manage a classroom for any length of time, and it is within your job description to do so, review these tips and the **Works4me** page on NEA OnLine, www.nea.org. You'll find hundreds of classroom-ready ideas to help.*

- Be organized and confident
- Look at the student to whom you are speaking
- Don't disapprove of what a child is – disapprove of what he or she does
- Let the class relax occasionally, but make sure they return to required behavior when asked
- Be fair but firm. Enforce your rules consistently, fairly, and impersonally
- Give attention and praise for good behavior
- Don't show favoritism
- Let students know you care and WANT to help them
- Keep full control
- Discourage tattling
- Make positive statements as often as possible
- Stop unwanted noise as soon as it starts
- Stick to the rules of the classroom
- Reprimand a student in private whenever possible and feasible
- Do not threaten students but do explicitly spell out the consequences of their negative behavior
- Assign punishment impersonally and justly
- Be open, approachable and friendly
- Be genuine
- **SMILE OFTEN**

G. HOLIDAYS

All unit members shall be entitled to the following non-duty days:

January 1
Friday before and Monday after Easter
Memorial Day
July 4th
Labor Day
Primary Election Day
General Election Day
Thanksgiving
The day after Thanksgiving
December 25

Any other day designated by the calendar applicable to unit members covered under this Agreement.

(The school calendar shall be established by the Board of Education in accordance with Article 7-103 of the Annotated Code of Maryland and other applicable laws.)

H. CONVENTION LEAVE

1. The Board shall release from duty, without loss of pay or fringe benefits unit members who wish to attend the Maryland State Teacher's Association Convention. One week prior approval is necessary from the immediate supervisor.
2. Unit members holding local or state elected office will be granted administrative leave with pay to attend to Association business or to attend Association conferences or conventions. Total leave per elected officer shall not exceed 16 duty days per duty year excluding attendance by the local President at local board meetings and negotiations. The Association will pay for (a) substitute(s) if one is required to replace the absent employee(s).

M. REST PERIODS

Breaks Everyone needs one!

You are entitled to a duty-free lunch plus two 15-minute breaks each and every day.

All principals have received written communication stating:

“Two breaks, the equivalent of approximately fifteen (15) minutes each, in addition to the lunch period, shall be provided and those breaks shall be scheduled with the employee's immediate supervisor.”

All employees shall have the right to take rest periods as needed during the duty day that do not interfere with the operation of the schools.

You are entitled to a duty-free lunch every day.