



# **CHESTER COUNTY SCHOOLS**

## **SUBSTITUTE TEACHER HANDBOOK**

**Updated 8/9/16**

**It is the policy of the Chester county Board of Education to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age ,disability status, status as a Vietnam-era veteran or special disabled veteran, or status in any other group**

protected by law. Any person having inquiries concerning the school system's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973 should contact Ken West, Chester County board of Education, P.O. Box 327, Henderson, TN 38340, phone-731-989-5134.

## Introduction

This handbook is your guide to success as a substitute teacher in the Chester County School System. The contents have been arranged to assist you in finding the answers to many problems which may confront you as you substitute in the various schools throughout the system.

It is sincerely hoped that the following information will serve to stimulate greater goals for the improvement of substitute teaching. All of the procedures and techniques provided in this handbook have been “classroom tested”, and we believe that if they are followed, you will do a better job as a substitute teacher and have a more satisfying personal experience in the process.

## Welcome

You, as a substitute teacher, are one of the most vital building blocks of our school system. It would be extremely difficult for the school system to operate on a satisfactory basis without persons such as yourself serving as substitute teachers.

We wish to extend to you a most cordial welcome to our school community. Your daily work is an important contribution to the instructional program of our schools. As you perform your duties in the classrooms, you may find that you have suggestions which might contribute toward the improvement of our schools. You are encouraged to submit your suggestions, as new ideas and new ways of doing things are a necessity if education is to continually progress. We are confident that you will do everything possible to meet the high standards required for teaching in our schools, and we wish to extend our sincere “best wishes” as you join our staff.

## Central Office Administration

Director of Schools-Troy Kilzer II  
Teaching & Learning Supervisor – Jill Faulkner  
Compliance Supervisor-Melinda Parker  
Instructional Supports Supervisor & Elementary Coordinator w/Literacy Focus-Randle Fenimore  
Pre-K Supervisor; Elementary Coordinator w/Math and Science Focus – Sarah Hibbett  
**Administrative & Support Services Supervisor - Jon Frye**  
Transportation, Maintenance, Custodians Supervisor-Brit Eads  
Food Service Director-Janice Plunk  
Technology Coordinator-Dustin Carroll  
Technology & Testing Supervisor – Amy Eaton

## District Contact Information

Chester County Board of Education – 989-5134  
Chester County Substitute Line – 989-5134 (Ext. 20)  
Substitute Information Email – [patsy.doyle@chestercountyschools.org](mailto:patsy.doyle@chestercountyschools.org)

## School Information

Chester County High School  
552 East Main Street  
Henderson, TN 38340  
Principal: Ricky Catlett  
**School Sub Coordinator: Ellen Brown**  
731-989-8125

East Chester Elementary School  
708 East Main Street  
Henderson, TN 38340  
Principal: Kim Scott  
**School Sub Coordinator: Sheila Frank**  
731-989-8145

Chester County Junior High School  
930 East Main Street  
Henderson, TN 38340  
Principal: Kris Todd  
**School Sub Coordinator: Leah Lemons**  
731-989-8135

West Chester Elementary School  
1243 West Main Street  
Henderson, TN 38340  
Principal: Amy Wooley  
**School Sub Coordinator: Janice Guinn**  
731-989-8150

Chester County Middle School  
634 East Main Street  
Henderson, TN 38340  
Principal: Jill Hodum  
**School Sub Coordinator: Jamie Connor**  
731-989-8110

Jack's Creek Elementary School  
65 State Rt. 22A S  
Jacks Creek, TN 38347  
Principal: Tangie Sweatman  
**School Sub Coordinator: Terri Edgin**  
731-989-8155

## Classroom Ethics

Information obtained about students, including grades/performance must be kept confidential. It is **against the law** to disclose information contained in a student's personal file, a student's grades or the fact that a student has a special need or disability. In other words, a substitute should assume and act as if any information learned about student as a result of being a substitute teacher is confidential. In addition, personal information regarding other teachers should not be publicly disseminated. Substitute teachers are representatives of the entire Chester County School System.

**Personal religious or political beliefs, philosophies and opinions may not be imposed upon the students. Substitute teachers may not distribute religious, political, or commercial materials to students without prior permission from the principal.**

**No one working for the Chester County Board of Education including substitute teachers should ever be involved in a sexual manner with any student attending Chester County Schools. This includes flirting, sharing sexually related jokes for stories, discussing sexual matters not directly related to curriculum approved by the Board of Education, dating, texting/emailing/facebooking questionable content, or meeting at a private location for sexual purposes. Substitute teachers accused of such behavior will be suspended from working for Chester County Schools pending a full and complete investigation which may include law enforcement representatives. All employees of the Chester County Board of Education are expected to cooperate fully with any and all investigations. In the event that a substitute teacher is**

**found to have participated in such behavior they will immediately and permanently be removed from the Chester County Substitute Teacher List.**

## Duties, Responsibilities and Expectations for Substitutes

- No visitors or guests (child or adult) may come to school with a substitute.
- Substitute Teachers are employees of the Director of Schools and work under the direction of the school principal.
- All substitute teachers are expected to arrive on time and to remain on the job until all students have been picked up by their parents, been put on the bus, or have otherwise been dismissed. **Substitutes should arrive at school no later than 7:30 A.M. Half-day afternoon subs start work at 11:30 A.M.**
- At the beginning of each day of employment the substitute is to report to the office of the school in which he/she is to substitute.
- The substitute must sign in each day and secure a visitor/substitute badge. This badge must be returned to the school office at the end of the school day.
- The roles of a substitute teacher are to maintain classroom discipline and to carry on the classroom procedures as if he/she were the regular teacher. A substitute teacher has the same responsibilities and the same duties as the regular teacher, including bus duty and playground supervision.
- Substitute teachers should, as far as possible, follow any lesson plans and instructions left by the classroom teacher. Substitutes do not have the authority to make changes in daily curriculum except in emergency situations. Discipline should be maintained and students are to be held accountable for their work, classroom behavior, attendance, etc.
- Substitute teachers should not be using the regular teacher's computer for any reason, unless given specific instructions and permission by the regular classroom teacher.
- Punishment (written or otherwise) may not be administered by a substitute teacher. If significant discipline problems arise, the principal or the principal's designee must be notified.
- Make notes for the regular classroom teacher about your day. Include information about problems during the day and any other information that you feel the teacher might want to know. It is appropriate to include positive statements about individual students or the group as a whole. If you were not able to follow lesson plans, if an assignment could not be completed or if you had to rearrange schedules, please explain the circumstances in the note.
- As the substitute needs information concerning the guidelines and procedures used in each school the information should be provided by a school secretary.
- Class attendance must be checked carefully and accurately at the beginning of the day and an attendance report sent to the school office. Attendance must also be checked after each class change and any student absences reported to the school office immediately.
- If an illness or accident occurs, the substitute should follow the schools guidelines and procedures. Universal precautions must always be observed.
- At the end of the day, take a few moments to straighten up the classroom. Pick up any papers or other debris left on the floor. Make sure all windows and any outside doors are shut and locked.

## Responsibilities of the Regular Teacher

Except in an unplanned absence, the regular classroom teacher should supply the following for the substitute:

- Lesson plans;
- Materials necessary to teach lesson plans;
- Class schedule and teacher schedule when it deviates from the class;
- Class roll;
- Seating chart;

- Room committees;
- List of students with special needs or disabilities;
- Location of supplies/materials; and
- Name of nearby teachers who can be of assistance.

If you have questions or need additional information in order to adequately carry out classroom lesson plans or procedures, contact the school office as soon as possible.

## **Dress Code**

The Board of Education adopted a strict dress code for students in grades 4-12 effective beginning with the 2009-2010 school year. The board does not feel that employees should necessarily be dressed like students but should be held to standards that are no lower than those for students. The board recognizes that different job responsibilities may require different types of dress. Professional employees, paraprofessionals, and office personnel should be held to a higher standard than other employees.

All employees are expected to dress and groom in a clean, neat, and modest manner so as to enhance rather than distract from the operations of the schools.

### **Restrictions**

- \* All clothing must be appropriately sized.
- \* Shorts/Skorts --- Only in PE classes, athletic practices, field trips, or field days with the approval of the principal.
- \* Jeans/Cargo Pants --- Only bus drivers, maintenance, and custodians.
- \* Sweat Pants/Wind Suits --- Only bus drivers, maintenance, custodians. PE teachers, band directors, and athletic coaches may wear these in the gym or on outside practice fields but not in other areas of the buildings.
- \* Scrubs --- Only school nurses, health science teachers, custodians, and selected (principal will determine) primary care providers for handicapped students.
- \* Casual T-Shirts --- Only PE teachers, band directors, and athletic coaches in the gym or on outside practice fields but not in other areas in the building.
- \* Tucking Shirts --- Shirts and tops that are not made to be worn out (i.e. shirts and tops with a tail) should be tucked in.
- \* Flip Flops and Crocs --- Not appropriate.

## **Cell Phones**

It is the policy of the Chester County Board of Education that all employees, including substitute teachers, keep cell phones turned OFF at all times when in the presence of students. TALKING ON CELL PHONES

DURING TIMES WHEN EMPLOYEES ARE ASSIGNED TO BE WITH STUDENTS IS CONSIDERED A DIRECT VIOLATION OF BOARD POLICY. RECEIVING OR SENDING TEXT MESSAGES DURING TIMES WHEN EMPLOYEES ARE ASSIGNED TO BE WITH STUDENTS IS CONSIDERED A DIRECT VIOLATION OF BOARD POLICY. VIOLATION OF BOARD POLICY CAN RESULT IN TERMINATION OF EMPLOYMENT. Employees may use cell phones during times that the employee's assigned students are regularly scheduled to be under the supervision of other school employees including PE time, library time, lunch time, etc.

## On the Job Injuries

If you are injured while on the job as a substitute, you must report the injury to the school secretary, the assistant principal, or the principal immediately. This report must be completed no matter how small or insignificant your injury may be. The office personnel will give guidance and assistance on necessary procedures and paperwork.

## Additional Considerations

### SAFETY/EVACUATION PROCEDURES

- A copy of the school's emergency procedures is located in the teacher's emergency toolkit. Locate it in the classroom. Review and familiarize yourself with the **Universal Emergency Procedures** located in the "**Chester County Schools Emergency Response Manual**".
- Familiarize yourself with your surroundings so that you know how to evacuate the class in the event of a fire drill or other emergency. Fire/weather drill routes are posted in all classrooms.
- Know where the nearest exits are located.
- Have the teacher emergency toolkit to take with you as you evacuate building.

### HANDLING ACCIDENTS/ILLNESSES

- Do not touch a student where he/she is bleeding, even if you use gloves. Provide the student with tissue or paper towels, instructing them to hold it on their wound.
- If appropriate, send the student to the office or nurse's station for further care. If the situation is an emergency, notify the school office and/or the principal to call 911.
- Adhere to Universal Precautions training at all times.
- Do not administer medicine of any kind to students. (No aspirin, cough medicine, prescription, or non-prescription drugs.)

### INCLEMENT WEATHER

- Know the procedures to execute the "**Severe Weather Safe Area**" procedure.
- Know the procedures for dismissing students early.
- Inquire about extra duties during times of inclement weather.

### STUDENT PICK UP

- Know procedures for escorting students to bus pick-up/parent pick up.
- Elementary Substitutes – no elementary substitute teacher may leave before all his/her students have been picked up at end of day.

## Universal Precautions

Sport and playground injuries, severe bites, used needles, and many other occurrences in school can expose students and staff to blood-borne pathogens. "Universal precautions" refers to a set of protocols for handling body fluids properly (i.e., blood, saliva, urine, vomit). Body Substance Isolation (BSI) is an acceptable and alternative set of procedures to universal precautions and differs primarily in that this includes handling of all body fluids and substances.

Universal precautions include: hand washing, avoiding punctures, utilizing gloves when handling body fluids, using containers with plastic liners to dispose of contaminated tissues, having special containers for disposing of contaminated sharp objects, promptly washing blood and other human fluids from skin, and cleaning hard surfaces with a disinfectant (e.g., diluted household bleach).

Gloves, disinfectants, and containers to dispose of contaminated materials should be made available throughout the school for easy access. Masks are required for procedures where splattering to the face is a risk. Good hand washing technique is essential for preventing the spread of disease and should be taught to all staff and students. Adequate facilities for hand washing that should be available throughout all school facilities include warm water, soap or detergent, towels, waste receptacles and posted signs to instruct on hand washing technique.

**The suggestion action for a substitute facing a situation where universal precaution guidelines should be followed is for the substitute to immediately notify the school office and keep students away from the fluids in question.**

## **Complaints about Substitutes**

If a significant complaint in regard to a substitute teacher's performance or behavior is received, the substitute will be contacted by the principal of the school either by phone or mail. If the behavior reported amounts to a serious breach of duties, the substitute will be removed or suspended from the Active Substitute List. The substitute will be notified by phone or by mail of the action taken and the reason for the action. If the complaint/concern is less serious, the substitute will be asked to come in for a conference. At this conference, the nature of the complaint will be discussed and appropriate actions to address the problem will be decided upon. If continued complaints are received, the substitute teacher will be removed from the Active Substitute List. Reinstatement to the Active Substitute List will be made only upon the recommendation of the Director of Schools.

An individual school can request that a substitute teacher be restricted from substituting at that school. Such requests will be honored if the school has a reasonable basis for the request. Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified of the restriction. If several schools request restriction of the same substitute, the substitute is subject to being removed from the Active Substitute List. The substitute will be notified, either by phone or by mail, that such removal has occurred.

An occurrence of the following behaviors may result in immediate removal from the Active Substitute List:

- Using profanity or inappropriate language or innuendo in the presence of students;
- Leaving students unattended for inappropriate amounts of time or falling asleep in the classroom;
- Making sexually or racially inappropriate oral/written comments, displaying inappropriate graphic or physical conduct, or subjecting students to racial or sexual harassment;
- Using alcohol or unlawful drugs on school premises;
- Insubordination;
- Willful violation of school rules/regulations;
- Willful refusal to follow instructions and or lesson plans left by the classroom teacher; or
- Any other inappropriate behavior.

## **Substitute Evaluation**

Substitutes may be visited at the worksite at any time by the principal, assistant principal, or supervisor. These professional educators may at times observe the subs work looking for strengths and/or areas which are in need of improvement. If it is deemed by the professional educator that a conference to discuss strengths and areas for improvement would be beneficial, the professional educator will set up a conference time during a school day on which the sub is working.

## **Pay Schedule**

Substitute teachers are paid on the 15<sup>th</sup> of the month following the month in which they worked. As an example, individuals who substitute in January will be paid for that work on February 15.

### **How to Sub More Days Than You Can Imagine!**

- Accept jobs as often as possible.
- Be on time in the morning and for each class period.
- Always “check in” at school office with secretary/personnel in charge of substitutes.
- Be cheerful, pleasant and ready to assist in any way you are needed.
- Follow through with all instructions left by the classroom teacher. The teacher depends on you to carry through as if he/she were present.
- Follow lesson plans left by the teacher (not following lesson plans is the #1 complaint of the classroom teacher).
- Start students working promptly and let them know you are in charge.
- Follow class schedule.
- Leave clear, complete notes for teacher. Give good feedback on what you did or did not accomplish.
- Compile information/papers submitted by students for teacher.
- Don’t try to be the students’ friend. You are the teacher of the day.
- If you had a particular problem, inform the school secretary or principal before you leave.
- Use the day to network with other teachers to let them know of your availability.
- Try to see the School Substitute Coordinator at the end of the day and let them know how your day went. Thank them for the opportunity and ask for the chance to return.