

# Hardin County Schools

155 Guinn Street  
Savannah, TN 38372  
731-925-3943

Michael Davis, Director of Schools

## Substitute Teacher Handbook

The Hardin County School System is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in admission to, access to, or treatment of employment in its programs or activities. Any person having inquiries concerning the 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 the Hardin County Schools Central Office at 155 Guinn Street, Savannah, TN 38372. Phone number 731-925-3943.

## **INTRODUCTION**

This handbook is designed as your guide to success as a substitute teacher in the Hardin County School System. The contents are arranged to guide you through different processes and help you find answers to problems that may occur.

We believe substitute teachers can be a positive influence for the school system by adding variety and fresh approaches to our academic excellence. We sincerely hope the information in this handbook will serve to stimulate greater goals for the school system's substitute teaching program and serve our goal of "Making a Difference.....Together".

## **Welcome**

As a substitute teacher, you are one of the most vital parts of our school system. It takes a special kind of person to be a successful substitute teacher – A person, who earnestly cares about children, is patient, creative, and versatile.

As you perform your work in the classrooms, you may find that you have suggestions that may contribute toward the improvement of our schools and we strongly encourage you to submit all suggestions. We feel confident you will do everything possible to meet the high standards required for teaching in our schools and wish to extend our most sincere and best wishes as you join us in "Making a Difference.....Together".

# School Contact Information

## **Hardin County High School**

Mr. Wes Wilkerson, Principal  
1170 Pickwick Street  
Savannah, TN 38372  
Phone: 731-925-3976  
Fax: 731-925-7725

## **Hardin County Middle School**

Dr. Duane Eliff, Principal  
299 Lacefield Drive  
Savannah, TN 38372  
Phone: 731-925-9037  
Fax: 731-925-9989

## **East Hardin Elementary School**

Mr. Todd Buczynski, Principal  
100 Freewill Lane  
Savannah, TN 38372  
Phone: 731-926-4620  
Fax: 731-925-3147

## **Northside Elementary School**

Mrs. Rachel Morris, Principal  
1450 East Main Street  
Savannah, TN 38372  
Phone: 731-926-4520  
Fax: 731-925-5261

## **Parris South Elementary School**

Mr. Todd Harrison  
169 Lacefield Drive  
Savannah, TN 38372  
Phone: 731-925-2480  
Fax: 731-925-4022

## **Pickwick Southside School**

Mrs. Jennifer Burks  
1970 Highway 57  
Counce, TN 38326  
Phone: 731-689-5185  
Fax: 731-689-5214

## **West Hardin Elementary School**

Mrs. Carmen Blankenship  
25105 TN-69  
Adamsville, TN 38310  
Phone: 731-632-0413  
Fax: 731-632-0253

## **Documents Required to Begin Substituting**

### **1. Complete substitute teacher application**

- Applications are available at the Hardin County Schools Central Office, 155 Guinn Street, Savannah, TN 38372

### **2. Two Identification sources for I-9 Form**

- Social Security Card
- Driver's License
- Passport

### **3. Proof of Education (must provide a copy)**

- High School or College Diploma
- High School or College Transcripts
- GED Certification

### **4. Completed W-4 form**

### **5. Completed fingerprinting for the Criminal History Background Check**

(Instructions included in this manual)

### **6. Blood Borne Pathogens Training**

(Instructions included in this manual)

## **Eligibility**

A candidate is not eligible to substitute until all documents listed above have been completed. The Hardin County Schools reserve the right to deny employment to any applicant. Completion of the substitute process does not guarantee employment as a substitute. Substitute teachers can be terminated from service at any time.

## **Approved Substitute List**

Only those persons on the approved substitute list are eligible to substitute teach. The approved list is maintained by the Hardin County Schools Central Office.

To remain on the active substitute list, substitute teachers must complete and return the form mailed by Hardin County Schools Central Office in July of each year. Substitute teachers are responsible for updating the Central Office with any change in name, phone number, address, teaching preference or request to be removed from the active list.

## **Evaluation Procedures**

Principals/classroom teachers are requested to complete evaluations each year for substitutes. The Director of Schools, with input from Principals, shall determine, based on these evaluations and other relevant information, which substitutes have performed at an acceptable level. If it is determined that a substitute has performed below a level considered acceptable, the substitute will be removed from the approved substitute list.

## **Complaints Regarding Substitutes**

If a significant complaint in regard to a substitute teacher's performance or behavior is received, the substitute will be contacted by the school's Principal either by phone or mail. If the behavior reported amounts to be a serious breach of duties, the substitute will be removed or suspended from the approved substitute list. The substitute will be notified by mail of the action taken and the reason for the action. If the complaint/concern is less serious, the principal of the school where the complaint originated will schedule a conference with you. 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 approved substitute list. Reinstatement will be made only upon the recommendation of the Director of Schools. An individual school can request that a substitute teacher be restricted from subbing 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 approved substitute list. The substitute will be notified by mail that such removal has occurred.

An occurrence of the following behaviors may result in immediate removal from the approved substitute list:

- Using profanity, 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 or 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.
- Any other behavior deemed inappropriate.

## **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 folder, a student's grades or the fact that a student has special needs or disability. In other words, a substitute should assume and act as if any information learned about a student as a result in 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 Hardin 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.

## **Duties, Responsibilities and Expectations for Substitutes**

- No visitor or guest (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 schools no later than 7:55 am.
- At the beginning of each day of teaching, 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.
- Substitutes are entitled to the same lunch period as the regular classroom teacher whom they are replacing.
- The roles of the 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. Check with the office or principal concerning 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.
- Non-routine punishment (written or otherwise) may not be administered by a substitute teacher. If discipline problems arise, the principal 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.
- If you were not able to follow lesson plans, if an assignment could not be completed, or if you had to rearrange schedules, leave a note explaining why.
- The substitute teacher should be familiar with the guidelines and procedures used in each school. The information should be provided to substitutes when they check in at the school office each morning. If questions arise throughout the day, you should contact the school office or principal.
- 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 school guidelines and procedures. Universal precautions must always be observed.
- At the end of each 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.

## **Pay Information**

Substitutes that are subbing for a certified teacher within a school will be paid at a rate of \$75.00 per day. Substitutes that are subbing for a Paraprofessional within a school will be paid at a rate of \$10.50 per hour. Licensed substitutes who teach in long term assignments *may* be paid based on a beginning teacher's salary rate.

## **Assignment Information**

Hardin County Schools does not have a centralized assignment system for substitute teachers. Once you are approved to begin substitute teaching, your name and contact information will be on the Approved Substitute List and is available to all teachers, principals, and office staff.

## **Calendar – Logs**

It is suggested that each substitute keep an up-to-date calendar/log of days and schools you worked at. Due to the number of substitute teachers employed throughout the entire system, it is possible for payroll information to get misplaced or misdirected. While it is unlikely that this will occur, having a calendar/log will help to clear up any potential problems.

## **Appropriate Dress**

Substitute teaches are required to adhere to the same dress suggestions as the regular Hardin County School teachers.

- All substitutes should dress modestly, professionally and present a neat, clean appearance.
- Shirts or tops that reveal the midriff or chest may not be worn.
- Hats and caps are not appropriate for wear inside the buildings.
- Clothing of any sort that contains a message that promotes alcohol, drugs, tobacco, or any other type of message that may cause a disruption or disturbance in school may not be worn
- Clothing which contains obscene or suggestive language may not be worn.
- Any visible tattoos must be covered.
- Any facial or tongue piercing must be removed.

## **On the Job Injuries**

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

## **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
- List of students with special needs or disabilities
- Location of supplies/materials
- Name of nearby teachers who can be of assistance

If you are substituting for an unplanned absence, the classroom teacher may not have had an opportunity to prepare all of the above listed information. If you have questions or need additional information in order to adequately carry out classroom lesson plans or procedures, contact the school principal as soon as possible.

## **Blood Borne Pathogen Training**

Substitute teachers are required to complete the Blood Borne Pathogen training prior to being employed as a substitute teacher. This may be done online at the Hardin County Schools website.

In order to complete the training, please follow the instructions below:

- Log on to the website at [www.hardincoschools.com](http://www.hardincoschools.com).
- Scroll to the bottom and click on "Teacher Resources".
- Access the Blood Borne Pathogen PowerPoint. At the conclusion of the slideshow, please send an email to Kristen Tomlinson at [kristen.tomlinson@hctnschools.com](mailto:kristen.tomlinson@hctnschools.com). This is verification that you have completed the training.
- Prior to being approved each year, you must complete this training.

## **Additional Considerations**

### **Safety/Evacuation Procedures**

- If you are not provided with a copy of the school's emergency procedures when you arrive to substitute, request the information at the office.
- 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 the classrooms.
- Know where the nearest exits are located.
- Have a class roster to take with you as you evacuate the 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, call 911.
- Always adhere to Universal Precautions training.
- Do not administer medicine of any kind to students. (No aspirin, cough medicine, prescription or non-prescription drugs.)

### **Inclement Weather**

- Listen to local radio/television station for instructions on reporting times.
- 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 the end of the day.

# Hardin County Schools

## ACKNOWLEDGEMENT OF RECEIPT OF SUBSTITUTE HANDBOOK

Please sign and return this page to:

Hardin County Schools  
155 Guinn Street  
Savannah, TN 38372

I have received a copy of the Hardin County Schools Substitute Teacher Handbook. I understand that I am responsible for knowing and complying with the policies, rules and procedures of Hardin County Schools.

I understand that nothing contained in the Handbook will constitute any employment contract with Hardin County Schools. My employment is at-will and may be terminated by either Hardin County Schools or myself at any time without notice or requirement of cause.

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Name

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Signature

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Date