

*Coffee County
Schools*

"Aiming for Excellence"

***Substitute
Teacher
Handbook***

"Learning Today for Brighter Tomorrows"

**Coffee County Schools
Central Office Contacts
931-723-5150**

Stephanie Langham, Human Resources
langhams@k12coffee.net

Amanda Salsbury, Payroll
salsburya@k12coffee.net

Jodi Smith, Benefits
smithjodi@k12coffee.net

Joahna Sizemore, Director of Elementary, PK-5 Curriculum and
Instruction
sizemorej@k12coffee.net

Dr. Stephen Blessing, Director of 6-8 Curriculum and Instruction
blessings@k12coffee.net

Krista Cole, Director of 9-12 Curriculum and Instruction
colek@k12coffee.net

COFFEE COUNTY SCHOOL SYSTEM
HANDBOOK FOR SUBSTITUTE TEACHERS

We welcome you as a substitute in the Coffee County School System. This handbook has been prepared to assist you as you begin to work with students in our schools. Our goal is to provide ongoing learning experiences for our students with the least amount of disruption. To that end, we want you to feel adequately prepared to meet the challenge ahead. We sincerely appreciate your interest and anticipate a good working relationship as partners in quality education.

Dr. Charles Lawson
Director of Schools

Kelvin Shores
Deputy Director

Joahna Sizemore
Director of Elementary (PK-5) Curriculum and Instruction
Public Relations Officer

Dr. Stephen Blessing
Director of Testing and Accountability
6-8 Curriculum and Instruction

Krista Cole
Director of Federal Programs
9-12 Curriculum and Instruction

Charlie Westmoreland
Director of Special Education

Randy Damewood
Director of Technology

Dr. Keith Cornelius
Director of Attendance

Carlan Cotten
Director of Student Services

April Melson
Director of Business & Finance

Coffee County Board of Education
1343 McArthur Street
Manchester, Tennessee 37355
(931) 723-5150 FAX: (931) 723-5153
www.coffeecountyschools.com

ELEMENTARY

East Coffee Elementary

6264 McMinnville Highway
Manchester, Tennessee 37355
(931) 723-5185
FAX: (931) 723-3231
Principal: Mr. Eric Keith
Secretary: Mrs. Jillian Abed

New Union Elementary School

3320 Woodbury Highway
Manchester, Tennessee 37355
(931) 723-5187
FAX: (931) 723-5197
Principal: Mrs. Jill Potts
Secretary: Mrs. Liz Lawson

Hickerson Elementary

5017 Old Manchester Highway
Manchester, Tennessee 37355
(931) 455-9576
FAX: (931) 455-3758
Principal: Mrs. Kathy Crabtree
Secretary: Ms. Bonni Scott

North Coffee Elementary School

6790 Murfreesboro Highway
Manchester, Tennessee 37355
(931) 723- 5183
FAX: 723-3230
Principal: Mr. Adam Clark
Secretary: Mrs. Jennifer Dennison

Hillsboro Elementary

284 Winchester Highway
Hillsboro, Tennessee 37342
(931) 596-2775
FAX: (931) 596-2107
Principal: Mrs. Angela Morton
Secretary: Mrs. Tammy Townsend

Deerfield Elementary School

9123 Woodbury Highway
Manchester, Tennessee 37355
(931) 570-2652
FAX: (931) 723-7298
Principal: Mrs. Lia Parsley
Secretary: Mr. Lee Waldorf

MIDDLE SCHOOL

Coffee County Middle School

3063 Woodbury Highway
Manchester, Tennessee 37355
(931) 723-5177
FAX: (931) 723-5180
Principal: Mr. Jimmy Anderson
Secretary: Mrs. Stacey Hall

HIGH SCHOOL

Coffee County Central High School

100 Red Raider Drive
Manchester, Tennessee 37355
(931) 723-5159
FAX: (931) 723-5161
Principal: Paul Parsley
Secretary: Mrs. Amy Barnard

9th GRADE ACADEMY

Coffee County Raider Academy

865 McMinnville Highway
Manchester, Tennessee 37355
(931) 723-3309
FAX: (931) 723-8273
Principal: Ms. Angela Sellars
Secretary: Mrs. Gail Kemp

ALTERNATIVE SCHOOL

Coffee County Koss Center

1765 McMinnville Highway
Manchester, Tennessee 37355
(931) 723-5189
FAX: (931) 723-5172
Principal: Mr. Jeff Johnson
Secretary: Mrs. Midge Henegar

ROLE OF THE SUBSTITUTE TEACHER

Having signed up to substitute, you have agreed to be a very flexible, creative, and competent person. A substitute is on call and expected to be ready at a moment's notice. At school, a substitute assumes full responsibility for a group of students from pre-kindergarten through grade twelve.

In order to make the work of the substitute as efficient as possible, the regular teacher shall make available:

1. Daily schedule (academic and supervisory)
2. Class rolls
3. Lesson plans, materials and other information for the day's activities.
In case of an emergency when plans are not provided, the principal shall provide substitute directions for the day.

All substitutes will be given a copy of the local school's guidelines on the first day they substitute in the school. These guidelines shall contain:

1. Attendance procedures
2. Lunchroom schedule and procedures
3. Procedures for supervising student behavior
4. Emergency evacuation procedures
5. Other helpful information particular to the local school

Evaluation of the performance of a substitute teacher will be based on the following criteria:

1. Lesson plans followed
2. Left Summary of work covered
3. Favorably received by pupils
4. Room left in good working condition
5. Informal evaluation by school administration

On an annual basis, the director of schools, with input from the principals and supervisors, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below a level considered acceptable will be removed from the approved substitute list.

APPROVED SUBSTITUTE LIST

Only those persons on the approved substitute list are eligible to substitute teach. The approved substitute list is maintained by the Human Resources Department.

To remain on the active substitute list, substitute teachers must complete and return the form mailed or emailed by the Human Resources Department in July of each year. *Substitute teachers are responsible for notifying the Human Resources Department of any change in name, phone number, address, teaching preference or request to be removed from active list.*

Please notify the Human Resources Department if for any reason you are unable or choose not to teach immediately so that your name can be removed from the list.

REMOVING YOUR NAME FROM SUBSTITUTE LIST

If you decide that you no longer wish to substitute in the Coffee County School System, it is important for us to receive that information as soon as possible. We must have this notification in writing with your full name and Social Security number included. Please contact the Director's Office at 1343 McArthur Street, Manchester, TN 37355, to inactivate your file.

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 a special need or disability.** In other words, a substitute should assume and act as if any information learned about a 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 Coffee County School System.**

EMPLOYMENT PROCESS

- 1. Completed Application**
- 2. Completed Availability Form / Proof of Education/License – (Highest Degree Received)**
- 3. Completed Payroll Forms: I-9 (copy of Driver’s License & Social Security Card or Birth Certificate / Passport) & W-4, Direct Deposit, e-stub information**
- 4. Physical – Coffee County Schools Medical Certification Form – Signed by Physician or Nurse Practitioner**
- 5. Background Waiver, Privacy Rights & Fingerprint Instructions**
- 6. Drug Test Consent Form & Drug Test Information**
- 7. Sign Confidentiality Agreement (FERPA)**
- 8. New Hire Training Acknowledgement**
- 9. Handbook Agreement**
- 10. Satisfactorily completing the required “Substitute Teacher Training/Orientation**

A candidate is not eligible to substitute until all requirements listed have been completed. Your name will not be added to the Substitute List by anyone (including Principals) until ALL requirements have been met through the Central Office. Coffee County Schools reserves the right to deny employment to any applicant. Substitute teachers can be terminated from service at any time.

The Employment Process must be completed within two (2) months of the Substitute Training Day in order to be added to the Substitute Teacher List.

The Central Office will not keep Incomplete Employment information past this two month period. All materials will be shredded due to identity information precaution.

PROCEDURES FOR PAYMENT

Payroll is calculated from the first day of the month to the last day of the month. Payment is issued on the fifteenth (15th) of the following month. For example, a teacher working during the month of September would receive payment on October 15. All payroll is Direct Deposit only.

Substitutes are paid according to the following salary scale:

Certified (with Teaching License)	\$95.00
Degree Non-Certified (4 yr. without Teaching License)	\$80.00
High School/GED or Associates Degree (2 yr. college)	\$80.00

Federal and State laws require that the following deductions be made from the salary paid to a substitute:

1. Social Security
2. Medicare
3. Federal Income Tax

SUBSTITUTE TEACHER ASSIGNMENT PROCEDURE

Substitute teachers will be called for daily substituting by the principal, his/her designee or by the teacher. Under normal circumstances, calls to substitutes and arrangements are made in advance of the date. If absences occur due to sudden illness or other emergency, calls will be made from 6:00 A.M. to 7:30 A.M. on the date of work.

Prior to leaving the building on days of employment, substitute teachers should, as part of the checkout procedure, ask if their services are needed the next day. Substitutes shall assume the same responsibilities as the regular teacher including early or late duty and other supervision.

If an individual has been engaged to substitute, and due to some emergency or illness finds that he/she must break a commitment, he/she should call the principal/designee as soon as possible so that another substitute can be employed.

EMERGENCY SCHOOL CLOSING AND LATE OPENING PROCEDURES

The decision to close schools, to open late or to dismiss early, in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property will be made as early as possible and announcement to that effect relayed by the following:

Nashville TV Stations: 2, 4, and 5
Radio Stations: WMSR 1320 AM & FANTASY 101.5 FM
Facebook, Twitter, Text, Notify Me

It is the responsibility of the substitute to seek information if the weather is doubtful.

TIME SCHEDULE

School begins for students at 7:50 A.M. and ends at 3:00 P.M. All teachers and substitutes should arrive by 7:45 A.M. and stay until 3:15 P.M.

All substitutes should stop in the office upon arrival. This is necessary in order to distribute necessary paperwork. Substitutes are also asked to stop in the office when leaving. This will allow the office personnel the opportunity to ask about future days for substituting or about returning the next day in the same position.

It is a good practice to stop in the office sometime during the day for messages.

Coffee County School System is a TN Drug Free Workplace.

All job applicants & employees are subject to drug testing. Illegal use or possession of drugs or alcohol may lead to denial of employment, termination, and/or loss of workers compensation benefits.

Tobacco-Free Schools

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district.

Substitute Teachers should always maintain a **PROFESSIONAL ATTITUDE** toward work and responsibilities.

COFFEE COUNTY SCHOOLS Personnel Dress Code Guidelines

It is imperative that all employees of the Coffee County School System project an appropriate professional image for the students and community. Each employee, while exercising his/her right in an individual way, will show a high degree of respect for the standards of decency, cleanliness and style generally accepted by the school and community.

Employees are expected to use good judgment in the selection of dress for work and to maintain neatness and cleanliness. No apparel, dress or grooming, which is or may become potentially disruptive of the classroom atmosphere or educational process, will be permitted.

- Skirts, dresses or dressy shorts must be no shorter than 3 inches above the middle of the knee
- Sleeveless shirts/blouses/dresses must have fitted armholes and a shoulder of adequate width to prevent parts of undergarment from showing. (**No tank tops or spaghetti straps**)
- Slacks, trousers, khakis, colored jean-cut slacks, capri pants, or dressy knee-length shorts (no shorter than 3 inches above the middle of the knee) are appropriate apparel when worn with a dress top/shirt, sweater set or jacket
- Blue Denim Jeans, with school spirit shirts or dress shirt/blouse, may be worn as determined by each school principal or supervisor on special occasions
- Hair should be groomed in a manner that would not be disruptive to the educational process or draw undue attention to the individual
- Tattoos should be covered by attire, if at all possible

The following are considered **inappropriate**:

- Revealing apparel – **No part** of an undergarment should be visible. (Bra straps, underwear, etc) **No “See through”** clothing, low-cut tops (**No Cleavage**), midriffs or revealing slits in skirts.
- Inappropriately sized apparel. Pants must properly fit at the waist. No tight fitting, baggy or sagging shirts and/or pants
- No sweat pants, jogging suits, warm-up pants, spandex, leggings (worn as pants)
- No fringed jeans, jeans with holes
- No house shoes/slippers
- No visible piercings other than the ears – No tongue piercing

The Principal or Supervisor shall have the authority to determine what is acceptable, or not acceptable, in maintaining a conducive educational environment in their school.

In teaching positions that require “alternative dress”, prior approval of the Principal or Supervisor must be obtained.

Custodians, maintenance, mechanics, bus drivers and food service staff must wear appropriate clothing as approved and/or furnished by the school district.

These guidelines apply to all Coffee County employees. Appropriate clothing, as well as safety, should be considered at all times in relation to the assigned job.

Substitute Teachers' Duties, Responsibilities and Expectations

- Substitute teachers are employees of the Director of Schools and work under the direction of the school principal
- 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. Check with the office or principal concerning bus duty and playground supervision.
- Arrive early – (if possible) – before 7:45 – this will give you time to find the classroom, lesson plans, etc.
- Always sign in at the Office – introduce yourself to the Principal, Assistant Principal, the Secretary, and other teachers
- Wear the Substitute Teacher Badge
- Give the school office All your phones numbers so they can easily reach you
- Introduce yourself to the other grade level teachers, team, or department
- Get to know the teachers next door or across the hall – if you should need help during the day they will be there to help
- Follow the teacher's plans for the day – do not come in with your own agenda
- Introduce yourself to the students and let them know you are there to follow the teacher's plans
- If no plans are available – see the Principal or Assistant Principal
- Follow all daily procedures – Check attendance
- Know schedules & follow them (lunch, class periods, etc.)
- Know the procedures for discipline – notify the principal if problems arise
- Keep the students on task
- Make sure the students understand the directions
- Move around the room – do not sit behind the desk all day
- Get involved with the activities the students are doing
- Do not allow students to use the computers unless it is part of the lesson
- Do not get into personal conversations with the students
- Stay in control – Do not get into arguments with the students
- Follow all school and classroom rules
- Keep the classroom orderly – leave it orderly
- Leave the teacher a note about the day
- Dress appropriately (neat, clean, modest, professional) – See Dress Guidelines
- Do not use your Cell Phone during the day
- Supervision is your most important job for the day – Never leave students unattended
- Ask other teachers which students in your class are reliable to help or assist you

- All grades & student work is confidential – do not discuss these
- Never allow students the opportunity to see other students' grades
- Be positive, pleasant, enjoy the students
- Never use sarcasm
- Treat every child the way you would want your own child treated
- Treat ALL students with respect & dignity
- Be Fair & Consistent, Friendly, Firm
- Smile (it goes a long way) = Show Me I'm Loved Everyday
- It's okay to have Fun and Laugh
- Keep all information Confidential
- Be very careful about posting information on Facebook or other social media
- Don't criticize the teacher or compare schools – they all have their own personality
- Before leaving the school – stop by the office, check out with the principal/assistant principal/secretary
- Leave a good impression with other teachers, administration, and students
- Keep a calendar – keep up with the days you sub – (date, school, teacher) – you are responsible for making sure bookkeeping has your time sheet and checking your paycheck

Substitute Toolkit - Sanity Saving Strategies **BE PREPARED!**

activities to be used when a lesson is completed and there is time remaining in class or during unstructured time

- Reading – students usually have AR or Library books they can read
- Read aloud books – Book to read to students – after reading have students write a summary or draw a picture
- Book of Poems
- Joke Book – jokes that make students 'think'
- 'Brain Teaser' activities
- Questions & Answers – students (in pairs) review each other of material learn in today's lesson
- Games – using skills from lesson plans (hangman with spelling words, 'Wheel of Fortune' with any words or phrases from any subject from the day (let students make them up in pairs))
- Newspaper activities – reading an article–then discussing it, cutting out words/phrases/numbers, give them a spending budget
- 'Thinking of You', "Get Well" and 'Thank You' Cards – have students write & illustrate a card for someone (ex. Armed Forces)

- Making Lists – places to visit, states/cities, animals, colors, friends/family, ways to help someone, words that describe someone, school items, things that are ‘red’, holidays
- Write math problems – exchange to solve
- Write the alphabet, multiplication facts, etc.

GREAT SUBSTITUTES:

- View themselves as professionals – teachers replacing teachers
- Are Enthusiastic – their attitudes and behavior demonstrates that they like to teach and they enjoy the opportunity to do so
- Seek support for management concerns when necessary – generally use their own resources such as positive reinforcement strategies to control the classroom – do not depend upon the treat of the office as their primary discipline technique.
- Actively visible – enhances the lesson plans to make them more effective – are creative
- Keeps students on task
- Makes it a priority to develop a classroom climate which encourages interaction and cooperation – assures that learning is fun
- Have a great Sense of Humor
- Convey to students that learning is important and of value
- Are Confidential
- Respectful to students – when students ‘know’ they are respected, they are more inclined to treat teachers with respect
- Have great relationships with students and other staff members
- Positive Role Model

***Thank you for your interest in working
in the Coffee County School System.***