

LEE COUNTY PUBLIC SCHOOLS

SUBSTITUTE TEACHER HANDBOOK

2015-2016



Accredited by the Virginia Department of Education

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The Lee County School Board is committed to a policy of nondiscrimination with regard to race, color, sex, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with which the School Board does business.

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INTRODUCTION

This handbook is designed as your guide to success as a substitute teacher in the Lee County Public Schools. 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 support our commitment to excellence.

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 a collaborative partnership for instructional success in meeting the educational needs of all our students.

SCHOOL INFORMATION

Elementary

School	Principal	Phone Number
Dryden Elementary School	Mrs. Mona Baker	276-546-4936
Elk Knob Elementary School	Ms. Lisa Willis	276-546-1837
Elydale Elementary School	Mr. Shannon Grabeel	276-445-4439
Flatwoods Elementary School	Dr. Renia Clark	276-346-2799
Rose Hill Elementary School	Mrs. Lora Lawson	276-445-4094
St. Charles Elementary School	Mr. Brian Dean	276-383-4531

Middle

School	Principal	Phone Number
Jonesville Middle School	Dr. Lynn Metcalfe	276-346-1011
Pennington Middle School	Mr. Jerry Hounshell	276-546-1453

High

School	Principal	Phone Number
Lee High School	Mrs. Michelle Warner	276-346-0173
Thomas Walker High School	Mr. Ron Earley	276-445-4111

Career and Technical

School	Principal	Phone Number
Lee County Career and Technical Center	Mr. Terry Welch	276-346-1960

For directions or more information on each school go to www.leectysch.com and click on the Schools tab.

SCHOOL DAY

Students		Teachers and Substitutes	
Elementary	8:15 a.m. – 3:15 p.m.	Elementary	8:00 a.m. – 3:30 p.m.
Middle School	8:15 a.m. – 3:15 p.m.	Middle School	8:00 a.m. – 3:30 p.m.
High School	8:15 a.m. – 3:05 p.m.	High School	8:00 a.m. – 3:30 p.m.
Career and Technical	8:15 a.m. – 3:05 p.m.	Career and Technical	8:00 a.m. – 3:30 p.m.

SCHOOL DIVISION INFORMATION

School Board Members

District 1	Mr. Kyle Chadwell
District 2	Mr. Mike Twigg
District 3	Mr. Ty Harber
District 4	Ms. Debbie Jessee
District 5	Mr. Don Williams

Administration

Superintendent

- Mark Carter

Directors

- Dr. Wandaleen Adams
- Alan Ingle
- Dr. Gary D. McCann
- Connie Daugherty
- Dr. Vickie Brown
- Brian Dean

Nursing Coordinator

- Jan Mosley

Alternate Education Coordinator

- David Graham

Gifted and Talented Coordinator

- Cindy Norton

Student Information

- Dorris Miles
- Keith Perkins

Technology

- Chris Fee
- Freddie Fields
- David Stewart
- Daryl Parkey

Business Office

- Eleshia Fields
- Denise Lambert
- Tiffany Moore
- Reda Jones

Administration Support

- Kathy Burgan
- Leah Herring
- Susan Zirkle
- Dianne Early

Special Services

- Michelle Gamble
- Alexis Carson

GENERAL INFORMATION

Eligibility to Substitute Teach

Lee County Public Schools reserves the right to deny employment to any applicant. Completion of the application process does not guarantee a substitute teaching position. Further, a substitute teacher may be terminated from service at any time.

Requirements for Substitute Teachers (Local Policy LC – G12)

The requirements of the Lee County School Board for persons to be eligible for substitute teaching include the following:

- Having at least one three (3) credit hour college level course;
- Completing an application for employment on forms provided by the Lee County School Board office. Applications will be received and processed by designated personnel and approved by the School Board;
- Being interviewed by a principal who will provide a letter of recommendation for the individual as part of the application process;
- Being responsible for furnishing accurate information and any falsification of either information or credentials shall be cause for dismissal or refusal to employ;
- Attending any inservice/training that may be scheduled and/or required and which may be without pay.

Application Process

1. Complete a Substitute Teacher Application
An application may be found on the School System website: www.leectysch.com
Click on the School Division tab, scroll to Application for Employment, click on Substitute Application
 - a. Personal Information (Name, Address, Phone Number, etc.)
 - b. Names of schools attended
 - c. Names and contacts from prior employment
 - d. Personal References (Name and contact information – 2 needed)
 - e. Resume'
 - f. Interests and availability
 - g. Letter of Recommendation from a **School Principal**
2. Identification sources
 - a. Driver's License or School ID with picture and Social Security Card or Birth Certificate
or
 - b. United States Passport
3. Complete Payroll and Employment Forms
 - a. W-4 Federal Tax Form
 - b. VA -4 Virginia Tax Form
 - c. I-9 Department of Homeland Security Form
 - d. Drug-Free Workplace Form
 - e. Complete Fingerprints and Child Registry (Check or Money Order of \$44.00)
 - f. Transcript of college credits

4. TB Risk Assessment – May be completed at Substitute Orientation
5. Substitute Orientation

Hours of Employment of Substitute (Local Policy LC – G27)

A person employed by the Lee County School Board as a substitute in any capacity may not seek or accept work assignments that would result in such person working 30 or more hours in any workweek (Monday to Friday) for the Lee County School Board, unless:

1. That person has health care coverage provided by the Lee County School Board, or
2. The work assignment requiring that person to work 30 or more hours in a given workweek is
 - Approved in advance by vote of the Lee County School Board, or
 - Authorized in advance in writing by its Superintendent and then approved by vote of the Lee County School Board at its regularly scheduled meeting.

Violation of this policy by persons employed in a substitute capacity or actions by supervisors that lead to violations of this policy, may subject the relevant employees to disciplinary action, including termination. It is the responsibility of the substitute teacher to keep up with their hours.

Location of Employment of Substitutes (Local Policy LC –G12A)

A person employed by the Lee County School Board as a substitute may not work at a school or other location where such person’s spouse is employed.

Pay Schedule

Time sheets must be completed at school location each day. Time sheets start on the first day of the month and end on the last day. The time sheets are verified and signed by the principal or designee, then sent to the School Board office for payment. Substitutes are paid on the 15th of each month by check or direct deposit. Lost checks are not reissued for 10 business days.

Pay Rates

Degree	\$60 per day	\$30 per ½ day
No Degree	\$55 per day	\$27.50 per ½ day

Substitute List

Only those persons on the substitute list are eligible to substitute teach. The substitute list is maintained by Susan Zirkle in the Lee County School Board office. A candidate is not eligible for placement on the list until he or she has attended the required training, has been fingerprinted, and has completed all employment forms with appropriate principal's recommendation.

To remain on the substitute list, substitute teachers must notify a school principal at the end of the school year for substitute teaching the following year.

Substitute teachers are responsible for notifying the Lee County School Board office of any change in name, phone number, address, teaching preferences, or request to be removed from the list. Requested changes must be made in writing either by mail or email.

The mailing address is:

Mrs. Eleshia Fields
Lee County School Board
153 School Board Place
Jonesville, VA 24263

Benefits

Retirement, health insurance, and other fringe benefits are not available to substitute teachers.

Certification

Virginia does not require substitutes to be certified as a teacher. Questions regarding teacher certification may be addressed by contacting: Virginia Department of Education, Division of Teacher Education and Licensure, P. O. Box 2120, Richmond, VA 23818 – 2120.

Ratings and Evaluation

Feedback by Substitute: When you have completed an assignment, we request you provide feedback on your teaching experience. You will be asked questions regarding student behavior, lesson plans, student absences, notes to the teacher, etc. Also, you will be asked to rate the assignment and your experience on a Substitute Feedback Form.

Feedback by Teacher: We request our teachers provide feedback and rate each substitute teacher after an assignment is fulfilled. The ratings are based on classroom management, room cleanliness, following lesson plans, student discipline, etc. The teacher should rate the substitute on a Substitute Teacher Evaluation Form.

Complaints about Substitute

If a significant complaint in regard to a substitute teacher's performance or behavior is received, then the substitute will be contacted by a school administrator by phone or mail. If the reported behavior amounts to a serious breach of duties, the substitute will be removed or suspended from the Substitute List. The substitute will be notified by phone or mail of the action taken and the reason for the action. If the complaint/concern is less serious, then 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. If continued complaints are received, then the substitute teacher will be removed from the Substitute List. Reinstatement to the Substitute List will be made only upon the recommendation of the Superintendent and approval by the School Board.

An individual school may request that a substitute teacher be restricted from substituting at that school. If the basis for restricting a substitute from a school is reasonable, then the request will be honored.

Depending on the circumstances and 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 may be removed from the Substitute List. The substitute will be notified either by phone or mail that such removal has occurred.

Immediate Removal

The following list contains examples of some actions that may subject a substitute to immediate removal:

- Using profanity in the presence of students;
- Endangering students by leaving them unattended for inappropriate amounts of time or by 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;
- Breach of confidentiality;
- Willful refusal to follow instructions and/or lesson plans left by the classroom teacher; or
- Any other inappropriate behavior.

INSTRUCTION

Classroom Ethics/Confidentiality

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. 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. Student records/data, pictures, and videos cannot be released to the public without prior parent written consent.

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.

Duties, Responsibilities, and Expectations

NO visitors or guests (child or adult) may come to school with a substitute.

NO use of cell phones or personal electronic devices during classroom instructional times.

Substitute teachers are employees of Lee County Public Schools and work under the direction of the school principal. All substitutes are expected to arrive on time and remain on the job until all students have been picked up by parents, put on the bus, or have otherwise been dismissed. Substitutes should arrive at the time noted on page 5.

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 obtain a visitor/substitute badge. This badge must be returned to the school office at the end of the assignment.

Appropriate Attire

Substitute teachers are expected to dress professionally and appropriately:

- All substitutes should present a neat, clean appearance;
- Blue jeans, sweat pants, sweatshirts, and shorts should not be worn except on "field day" or for some other special activity as approved by the principal;
- Blouses, 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 designed to cause a disruption or disturbance in school may not be worn;
- Clothing that contains obscene or suggestive language may not be worn.

Classroom Management Skills

Be Prepared

- Arrive early
- Obtain needed administrative information
- Become familiar with the classroom
- Locate needed teaching material
- Ask the principal or designee about extra duties (bus duty, lunch duty, etc.)

Take Charge of the Classroom

- **NEVER LEAVE STUDENTS UNATTENDED!**
- Start the class decisively
- Take roll efficiently
- Give direction concisely

Clarify Expectations Regarding Students Conduct

- Follow the classroom discipline plan
- Give specific directions regarding desired behavior
- Give specific feedback about actual behavior
- Circulate frequently through the classroom

Communicate the Significance of Learning

- Minimize time spent on procedural matters
- Require student attention and participation
- Provide feedback to students about their work
- Provide closure at the end of the class

What to Expect from the Regular Teacher

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

- Lesson plans;
- Materials necessary to teach lesson plans;
- Class schedule and teacher schedule when it deviates from the class;
- Class roll;
- Seating chart;
- Class assistants;
- List of students with special needs or disabilities;
- Location of supplies/materials; and
- Name of nearby teachers who can be of assistance.

If you are substituting for an unplanned absence, then 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, please contact the school principal as soon as possible.

Student Dismissal

- Know the procedures for escorting students to bus/parent pick up.
- Substitute teachers may not leave before all his/her students have been dismissed at the end of the day.

HANDLING CRISES

Response to a Crisis

Each school has a comprehensive crisis, emergency management, and medical emergency response plan to follow. Please review and follow school plans.

Crisis in your Classroom

- Notify the principal immediately
- Get help from a neighboring teacher (if possible)

Safety/Evacuation Procedures

- If you are not provided with a copy of the school's emergency procedures when you arrive to substitute, then please 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 classrooms.
- Know where the nearest exits are located.
- Have a class roster to take with you as you evacuate the building.

STUDENT HEALTH SERVICES

A school nurse is available in all schools in the school division. The school nurse is available throughout the school day and provides daily nursing services to certain students and/or to any student or staff member upon request. Please ask someone in the school to introduce you to the school nurse and show you the location of the nurse's office.

State and federal laws mandate that students with certain chronic health conditions be allowed to perform certain self-monitoring activities as well as self-administration of prescription medications (ex: inhalers, blood glucose monitoring, and insulin administration) while in the classroom. These students must also be allowed to leave the classroom for bathroom and water breaks as requested. A diabetic student should not be allowed to walk to the nurse's office if complaining of "low" blood sugar. Substitutes must contact the office for assistance or ask a student to go quickly to summons the school nurse.

Low blood sugar is considered a life-threatening emergency and should be addressed immediately.

If a student leaves the classroom due to illness to go the nurse's office, the substitute should send a note with the student indicating what time the student left the classroom and the reason for going to the nurse. The nurse will document what time the student arrives and departs, recommendations, and if the student is allowed to return to the classroom. If the student will not be returning to the classroom, the nurse will contact the office or the teacher.

If a student has an injury, the student should not be sent to the nurse's office unless it is something minor and the student can walk without assistance. If the injury appears to be more serious, the substitute should contact the office and office personnel will contact the nurse as to the student's location.

Every classroom teacher should have available for the substitute teacher a folder which contains a copy of student rosters for all class periods. That folder should contain any vital health information as well as emergency plans and/or procedures for students with chronic health conditions.

POLICIES

Lee County Public Schools' Policy Manual can be found at www.leeectysch.com. Click on the Policy Manual tab and choose State or Local policies.

Drug and Alcohol Policy (State Policy GBEA; Local Policy LC-GO2)

The Lee County School Board is committed to maintaining a Drug-Free Work Place for itself and all employees of the Lee County Public School System. A drug-free workplace will be provided by education, record verification, and punishment/required rehabilitation. If the Superintendent has reason to suspect an employee is violating drug statutes, then the Superintendent is authorized to require a medical test at the school system's expense. The School Board will be advised if any such test is positive for controlled substances.

Tobacco Policy (State Policy GBEC/KBECA/KGC; Local Policy LC-G25)

The use of tobacco products is prohibited on school property. This also includes the use of electronic cigarettes.

Child Abuse and Neglect (State Policy GAE; Local Policy LC-J01)

Every school employee of the Lee County School Board who has reason to suspect abuse or neglect of a child, including any child who may be abandoned, is a mandated reporter and must immediately report all instances of suspected abuse and neglect to the principal or designee of the school in which the child is enrolled.

Harassment Policy (State Policy GBA)

The Lee County School Division prohibits harassment based on gender, sexuality, race, national origin, disability, or religion of any student or school personnel at school or at any school sponsored activity.

Nondiscrimination Policy (State Policy AC/GB)

The Lee County School Board is committed to a policy of nondiscrimination with regard to race, color, sex, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities that do business with the School Board.

Inquiries regarding the school division's nondiscrimination policy may be made to the Director of Secondary and Middle Schools who has been designated as the Compliance Officer who is responsible for identifying, investigating, preventing, and remedying prohibited discrimination. Complaints may also be made to the Alternate Compliance Officer, the Director of Federal Programs, and complaints regarding disability may be made to the 504 Coordinator.

Designees may be contacted at:

Lee County Public Schools
153 School Board Place
Jonesville, VA 24263
Phone - 276-346-2107

Lee County Public Schools
SUBSTITUTE TEACHER REPORT

(To be completed by the Substitute Teacher and returned to the School Secretary)

Substitute _____

Date _____

Phone Number _____

Class _____

Substitute For _____

School _____

A note regarding the Lesson Plans:

I also taught:

Terrific Helpers:

Message to the teacher

**Lee County Public Schools
Substitute Teacher Evaluation Form**

(To be completed by the Teacher and returned to the School Secretary)

Name of Substitute Teacher _____ Grade/Subject _____

Date(s) Substitute Covered _____

Date Report Completed _____

	Went beyond expectations	Met expectations	Did not meet expectations	Does not apply
I. FULFILLMENT OF SUBSTITUTE EXPECTATIONS				
1. Followed the prepared lesson plans				
2. Completed the Substitute Report				
3. Left Classroom in appropriate order				
4. Student assignments were assigned and/or collected as requested				
5. Observed teacher schedule and duties				
II. CLASSROOM PERFORMANCE				
6. Student response was favorable				
7. Provided an appropriate learning atmosphere				
8. Used effective classroom management				
9. Student behavior was appropriately handled				
III. SHOULD THIS PERSON BE CONSIDERED FOR FUTURE COVERAGE OF YOUR CLASS?	YES	NO		

Comments: (strengths, weaknesses, etc)

Thank you for your input. In your absence, the school wants the best possible replacements for you. Substitute teacher assessment helps us see who does an appropriate job in order to know who to have back for you.

Teacher's Signature