



Substitute Handbook



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Table of Contents

Substitute Employment Process.....	5
Initial Employment.....	5
Additional Employment.....	6
Resignation.....	6
Re-Employment/Termination of Substitute Teachers.....	6
Other Important Information.....	7
Retired Teachers.....	7
Wilson County Schools Job Description.....	8
Employment Practices.....	10
Personnel File.....	10
Compensation/Salary.....	10
Interim Substitutes.....	11
Long Term Leave.....	11
Payroll Procedures.....	12
Required Payroll Documentation.....	12
Workers' Compensation.....	12
Posters.....	12
Drug Free Workplace Policy.....	13
Drug Free Workplace Policy Statement.....	13
Drug and Alcohol Testing.....	13
Pre-Employment Testing.....	13
Post-Accident Testing.....	14
Reasonable Suspicion Drug Testing.....	14
Return-to-Duty Testing.....	15
Follow-Up Testing.....	15
Use of Tobacco.....	15
Criminal Charges or Arrests.....	15
Discrimination/Harassment Policy.....	16
Reporting Procedures.....	17
Investigation and Recommendation.....	17
School District Action.....	18
Reprisal.....	18
False Accusations.....	18
Right to Alternative Complaint Procedures.....	18
Sexual Harassment and Sexual Abuse.....	18
Discipline.....	18
Confidentiality.....	19
Political Activities.....	19
Children on the Job.....	19

Computer Use:.....	19
Telephone Use:.....	21
Dress Code:.....	21
Health and Safety Information:.....	22
Communicable Diseases:.....	22
Hepatitis B (HBV):.....	22
Confidentiality and Non-Discrimination:.....	22
Safety:.....	23
Education and Universal Precautions:.....	23
HIV/AIDS Policy:.....	23
HIV/AIDS Testing:.....	23
Liability and Non-Discrimination:.....	23
Confidentiality:.....	23
Education and Universal Precautions:.....	24
Safety:.....	24
Student Accommodation Requests.....	24
Forms:.....	25
Form #1:.....	25
Form #2 (Online):.....	25
Form #3 (Online):.....	25
WILSON COUNTY SCHOOLS	
Teacher Report: Substitutes.....	27
WILSON COUNTY SCHOOLS	
Substitute Report.....	28
Reviewing Feedback:.....	29
The Role of Substitute Teacher:.....	30
Guidelines for Effective Substitute Teaching:.....	30
Checklist for Substitutes:.....	31
Situations a Substitute Might Encounter:.....	32
Strategies for Success:.....	33
Strategy Number One: QUESTIONS YOU NEED TO ASK.....	33
Strategy Number Two: HOW TO INTERPRET A LESSON PLAN.....	34
Steps in A Facilitated Lesson Plan:.....	34
Strategy Number Three: COPING WITH DIFFERENT AGE AND GRADE LEVELS.....	35
Characteristics of Various Age Groups:.....	35
Techniques of Classroom Management:.....	36
Substitute Contracted Hours.....	37
Other Facts and Helpful Hints for Substitute Teachers:.....	38
User Guides.....	39
AESOP / Frontline Absence Management.....	40
Q & A Reference Guide for Substitutes.....	40

1. What is Frontline-Absence Management?.....	41
2. How do I access Frontline?.....	41
3. How do I change my phone number?.....	41
4. How do I accept/select an assignment?.....	42
5. How do I cancel an assignment?.....	43
6. What do I do if I have made arrangements with a teacher to sub for them?.....	43
7. Can the start and end times of an assignment change after I accept it?.....	43
8. Can an assignment I accepted be canceled or changed after I accept it?.....	43
9. How can I create and remove a “Non-Work” day?.....	44
10. How do I turn off or change the phone notifications?.....	45
11. Icon Descriptions.....	46
12. How do I obtain system training materials to learn more about Frontline?.....	46

Substitute Employment Process

It is the policy of the Wilson County School System to employ, retain, promote, terminate, and otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's age, race, color, sex, disability, religion, national origin, creed, pregnancy, marital status, physical handicap, genetics, veteran status or other classifications protected by law. Wilson County Schools does not allow/permit acts of anti-semitism as defined in board policy.

In establishing this policy, the Wilson County School System recognizes the need to initiate and maintain affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of our workplace settings, conditions, and decisions; and, it shall be the responsibility of all employees to abide by and carry out the letter, spirit, and intent of this equal employment commitment.

Initial Employment

1. The Human Resources Department is responsible for receiving all applications and, when appropriate, posting available positions. Any staff member, classified or certified, is encouraged to recommend to Human Resources the names of outstanding persons who would be good Wilson County School System employees.
2. Relatives of employees will be considered for employment; however, effort will be made not to place an employee under the direct supervision of a relative; this is in agreement with policy 5.119, nepotism.
3. The following must be completed and filed with the Human Resources Department prior to the new employee beginning work and/or receiving compensation from the Wilson County School System:
 - ☐ An application form provided by the Human Resources Department which includes a listing of former employers and references; ([available online](#))
 - ☐ An I-9 form required by Homeland Security;
 - ☐ A W-4 form required by the Internal Revenue Service;
 - ☐ A report on a Board-approved physical form from a licensed physician, stating the employee is free from communicable disease and physically able to perform the duties of the job (If the new employee has had a physical within the preceding six [6] months, this meets the requirement, but documentation must be on the system-approved form);
 - ☐ If the employee is at high risk for tuberculosis (which includes, but is not limited to, contacts to tuberculosis cases, immune suppression, and foreign-born), a tuberculin test or chest x-ray MUST be attached to the physical form, and the medical examination will be considered incomplete until results are received;
 - ☐ Negative drug screen;
 - ☐ Completion of the ACH authorization (direct deposit);
 - ☐ Acknowledgment of receipt of the Drug Free Workplace statement;
 - ☐ Acknowledgement of the Acceptable Use Policy;

- ☐ Acknowledgment of receipt of the substitute teacher handbook and job description.
4. No person shall be employed who has any contagious or communicable disease in such form that might endanger the health of school children (T.C.A. § 49-2-203 [b][2]); who is not a citizen of the United States of America or has not complied with the Immigration Reform and Control Act of 1986; or who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause.

Additional Employment

Any employee new to the Wilson County School System who is also employed by another agency of county government or an agency which provides contracted services to the school system shall report said employment to the Human Resources office prior to beginning work.

Any current employee of the Wilson County School System who accepts employment with another agency of county government or an agency which provides contracted services to the school system shall report said employment to the Human Resources office within seven (7) calendar days of acceptance.

Resignation

Classified staff shall give at least fourteen (14) calendar days' notice of intent to resign; department heads shall give at least thirty (30) calendar days' notice. Such notice may be waived if mutually agreed upon by the immediate supervisor and the staff member. The supervisor shall forward copies of all resignations to the Human Resources Department on the day that they are received. The payroll office will prepare final payment for the next scheduled payday.

Substitute teachers who do not give notice of resignation, but who have no payroll activity for at least ninety (90) days, will be placed in an "inactive" status. Reactivation, at the request of the employee, will be at the discretion of Human Resources.

Re-Employment/Termination of Substitute Teachers

The Director of Schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level.

Substitute teachers who performed below an acceptable level can be terminated. Principals have the right to request that a substitute teacher be excluded from their list of available substitutes. This does not necessarily mean that the substitute teacher will be terminated from the school system.

Other Important Information

Substitute teachers are those teachers used to replace teachers on leave or fill temporary vacancies. All substitute teachers shall be employed by the Director of Schools and paid by the Board. Applicants whose records with the State Department of Education indicate a license or certificate currently in revoked status are not eligible to be hired. Substitute teachers shall assume the same responsibilities and have the same authority as the regular teacher, including bus duty and playground supervision.

When substituting for a regular teacher who has been absent for thirty (30) consecutive days or more, a substitute teacher must possess a teaching license with endorsement in the discipline(s) to be taught. When substitute teaching for a teacher who has exhausted all available leave, the substitute shall be licensed and paid according to the state salary schedule, if working in an interim position.

Retired Teachers

In compliance with TCRS covered employees, retired teachers may only return to work with approval under one of the following categories:

- **120-day Temporary Employment Guidelines**
 - Any retired member may return to service after 60 days have elapsed since the retirement date, without loss of retirement benefits, for the equivalent of 120 days within a 12 month period.
 - The beginning date of employment for the 12-month period is the first date the person returns after retirement. The annual limit will begin again each year on this date.
- **Hard to Fill:**
 - Any retired member may return to service after 60 days have elapsed since the retirement date, without loss of retirement benefits. During the reemployment, the retirement benefit payable to the retired member must be reduced to 70% of the retirement allowance the member would have otherwise been entitled to receive. Currently allowed for one year. May be reapproved for an additional year if the need is still there. Must meet one of the hard to fill conditions.
 - Currently only allowed for those positions which require a license (IE: teachers and bus drivers)

It is the responsibility of all employees of the Board of Education to carry out and comply with the rules and regulations contained in this manual. The employee should be aware that these rules and regulations are subject to periodic review and change by the Board of Education. Before relying upon the provisions set out herein, it is the employee's responsibility to consult with his/her immediate supervisor to ascertain if any changes have occurred.

Wilson County Schools Job Description

Title: Substitute Teacher

Qualifications:

- Has a minimum of a high school education or general equivalency diploma;
- Strong verbal, presentation, and interpersonal skills;
- Completes required training; and
- Meets necessary health and physical qualifications.
- Completed STEDI course or completed Bachelors or higher degree in Education

Job Goal: To enable each student to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

Essential Functions:

1. Reports to the main office upon arrival at the school building;
2. Reviews all plans and schedules to be followed during the teaching day;
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned;
4. Teaches the lesson as prepared by the absent teacher;
5. Consults, as appropriate, with the building principal, department chairman/team leader, neighboring teacher, etc., before initiating any teaching or other procedures;
6. Assumes responsibility for overseeing student behavior in class, in the halls, to and from lunch, and/or during recess periods;
7. Reports, in writing (on the form provided-see attachment), the day's activities at the conclusion of each assignment;
8. Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates; and
9. Arrives promptly according to the time listed in Frontline Absence Management System and works for the entire time listed in the assignment in Frontline.
10. Performs other duties as assigned.
11. This job requires attending work on-site, working which includes face to face interaction at the school or worksite and coordination of work with other employees. The work also includes immediate access to documents or information located only in the workplace.

Physical Demands:

This job may require lifting of objects that exceed twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

Vocational Preparation:

The required vocational preparation may come from any of the following:

1. Vocational Education
2. Apprentice training
3. On-the-job training
4. Essential experience

Temperament (Personal Traits):

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure;
2. Adaptability to accepting responsibility for the direction, control, and/or planning of an activity;
3. Adaptability to working with students; and
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

Capacity and Ability Requirements:

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty

1. **Intelligence:** The ability to understand instructions and underlying principles; ability to reason and make judgments.
2. **Verbal:** The ability to understand the meanings of words and the ideas associated with them. The ability to communicate the lessons and instructions to students, staff or others.
3. **Numerical:** The ability to perform arithmetic operations quickly and accurately, in various capacities.
4. **Form Perception:** The ability to make visual comparisons and discriminations and to see slight differences in shapes and shadings of figures.
5. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or in shades or other values.

Work Conditions:

Normal working environment.

General Requirements:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

The Wilson County Board of Education does not discriminate because of age, race, color, genetics, gender, national origin, disability, religion, creed, or veteran status in the provisions of services, or in employment opportunities or benefits. The Wilson County School System is an Equal Opportunity Employer and a member of Tennessee Drug Free Workplace. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employment Practices

Personnel File

1. An individual personnel file will be maintained in the Human Resources department on each employee. It is the responsibility of each employee to provide accurate information to the employer.
2. No anonymous material will be placed in the employee's file. All material placed in the file shall be signed and dated by the person submitting the material.
3. As defined by relevant open records laws, employee records are open for inspection during business hours. With the exception of the employee, principals, supervisors, and central office personnel; the date and the signature of any person inspecting the employee's file shall be recorded as part of the file. Copies of records may be made under rules determined by the Director of Schools and may be subject to a reasonable charge.
4. All employees must inform the Human Resources Department and their supervisor, in writing, of changes in any of the following:
 - a. Name
 - b. Home Address
 - c. Telephone Number
 - d. Marital Status

The notification should be made within fourteen (14) calendar days from said change.

**If you decide to withdraw your application at any time, please notify the Substitute Staffing Department. They may be reached at the following time and telephone number:
From 6:00 a.m. until 2:30 p.m. Monday thru Friday at 615-453-4678.**

Compensation/Salary

Based upon the recommendation of the Director of Schools, the Board of Education shall approve salaries for classified employees. Salaries shall be calculated from the Board-approved salary schedule for the job classification to which the employee is assigned.

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Wilson County School System. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the school system.

Rate of pay for substitute teachers depends upon level of education. Daily rates are as follows:

Job Type	Requirement	Amount Per Half Day	Amount Per Full Day
Rate for subbing for an EA or Kid's Club	High School Diploma or GED+	\$52.50	\$105.00
Rate for subbing for a teacher	High School Diploma or GED	\$65.00	\$130.00
Rate for subbing for a teacher	60 or more college credit hours	\$67.50	\$135.00
Rate for subbing for a teacher	Active TN Teaching License	\$72.50	\$145.00

Interim Substitutes:

Interim substitute teachers must hold a current Tennessee Teaching Certificate in the area in which they are serving. Those employees are placed in positions for certified employees who are on an extended leave of absence. The interim teacher will receive full teacher pay if the certified employee is on unpaid leave. The rate of the teacher replacing a certified teacher who does have unpaid leave is as follows:

Job Type	Requirement	Amount Per Half Day	Amount Per Full Day
Rate for 30+ day interim, teacher on leave has paid days available	Active TN Teaching License with proper endorsement(s) for courses being taught	\$75.00	\$150.00
Rate for 30+ day interim, teacher on leave has NO paid days available, <i>**This rate does not go into effect until the teacher is out of leave.</i>	Active TN Teaching License with proper endorsement(s) for courses being taught	paid based on their experience and degree on the Wilson County teacher pay scale	paid based on their experience and degree on the Wilson County teacher pay scale

Long Term Leave:

Substitute teachers are those persons employed to replace teachers on sick, professional, or personal leave or to fill temporary vacancies (this exists until a licensed teacher is available and employed). Substitutes are employed and paid in the following manner:

- A. A person without a teacher's license or permit may serve as a substitute for the first 30 consecutive days of absence of a regular teacher on approved leave.
- B. After 30 consecutive days of approved leave, a person serving as the substitute must be licensed and hold the appropriate endorsement for the assignment or must be a retired teacher and have held the appropriate endorsement.
- C. After the regular teacher's accumulated leave is exhausted, the replacement teacher must be licensed and hold the appropriate endorsement for the assignment or be a retired teacher and have held the appropriate endorsement and must be paid based on the replacement teacher's training and experience record in accordance with the state and local salary schedules.

Payroll Procedures:

1. No advance payments of salary shall be made.
2. All employees shall be on direct deposit.
3. Unless otherwise notified, substitute teachers shall be paid on the following schedule:
 - a. The 15th of each month and the 30th of each month shall be the pay dates for substitute teachers. If those dates fall on the weekend or a holiday, the last working day prior to the 15th and/or 30th shall be the pay date.

Required Payroll Documentation:

In addition to other pre-employment requirements, the following documents must be completed and submitted to the Human Resources Department prior to beginning work and/or receiving compensation from the Wilson County School System:

- ☐ W-4 form required by the Internal Revenue Service;
- ☐ Completion of the ACH authorization (direct deposit); and
- ☐ Completion of I-9 form required by the Department of Homeland Security

Workers' Compensation:

Workers' compensation coverage is provided for all employees. Any and all injuries incurred on the job must be reported immediately to the immediate supervisor and to the Central Office.

Workers' compensation may be applicable if the following conditions are met:

1. The injured employee reports the accident immediately;
2. In the event medical attention is required, the injured employee reports to the physicians approved by the Board of Education and posted at the work site. Failure to comply with this procedure may result in the employee paying for unauthorized services.

Posters

For employees' information, the following posters are displayed at every site:

- Tennessee Occupational Safety and Health Administration (TOSHA)
- Unemployment Benefits
- Wilson County Schools Approved Workers Compensation Treatment Sites
- Emergency Treatment Sites
- Tennessee Workers Compensation Insurance Posting Notice
- Employee Rights under the Fair Labor Standards Act
- Employee Rights under the Family and Medical Leave Act
- Your Rights under the Uniformed Services Employment Rights Act
- Tennessee Department of Labor and Workforce Development Relations Act
- Tennessee Department of Children's Services Abuse and Neglect Reporting
- State of Tennessee Prohibition of Discrimination in Employment
- E-Verify
- Equal Employment Opportunity
- Certificate of Workers Compensation
- Public Notice Regarding Discrimination Complaints
- Suicide Help Numbers
- Child Labor

Drug Free Workplace Policy

Drug Free Workplace Policy Statement

The Wilson County Board of Education is committed to providing a safe environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any employee illegally uses alcohol or other drugs on the job; comes to work under the influence; or possesses, distributes, or sells drugs in the workplace. Therefore, the Wilson County Board of Education has established the following policy:

- It is a violation of Wilson County Board of Education policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of alcohol or other drugs on the job.
- It is a violation of Wilson County Board of Education policy to report to work under the influence of alcohol or illegal drugs.
- It is a violation of Wilson County Board of Education policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
- Violations of this policy are subject to disciplinary action up to and including termination.

As a condition of employment, employees must abide by the terms of this policy and must notify Human Resources in writing of any charge or a violation of a criminal drug statute occurring in the workplace no later than one (1) work day after such charge, arrest or conviction.

Drug and Alcohol Testing

All employees of the Wilson County Board of Education will be subject to testing for the use of alcohol and illegal drugs.

Pre-Employment Testing:

Prior to beginning official work duties, applicants recommended for employment shall undergo testing for illegal drugs as a condition of employment. A confirmed positive test will result in the revocation of the conditional employment.

Applicants will be required to submit voluntarily to a urinalysis test at a collection site/laboratory chosen by the Wilson County Board of Education, and by signing a consent agreement will release the Wilson County Board of Education from liability. If the physician, collection personnel, or lab personnel have reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment. The Wilson County Board of Education will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or abuse of alcohol which is of concern.

Post-Accident Testing:

Any employee involved in a work-related accident which causes an injury to himself/herself or another person sufficient to require treatment for the injury or which disables a vehicle or equipment while carrying out official duties will be required to submit to an alcohol and controlled substance test. Testing will be administered immediately following the accident or as soon as medically and legally possible.

- The employee must refrain from consuming alcohol for eight (8) hours following the accident or until he/she submits to an alcohol test, whichever comes first.
- The drug test must be administered immediately following the accident. The employee must remain available for testing or the Wilson County Board of Education will consider the employee to have refused to submit to testing. If an injured employee refuses to submit to a test for alcohol and/or illegal drugs, the employee forfeits eligibility for workers' compensation benefits.
- In the case of non-emergency injuries reported after the fact, the injured employee must submit to testing at the time the injury is entered into the O.S.H.A. 300 log or any authorized replacement for the O.S.H.A. 300 log.

Reasonable Suspicion Drug Testing:

When there is a reasonable suspicion that an employee is under the influence of drugs or alcohol, reasonable suspicion testing may be required. Reasonable suspicion is based on a belief that an employee is using or has used drugs or alcohol in violation of the Wilson County Board of Education's policy drawn from specific objective and explainable facts and reasonable inferences drawn from those facts in light of experience and/or training.

It shall be a condition of employment for all employees to submit to reasonable suspicion substance abuse testing including, but not limited to, the following circumstances:

1. Observable phenomena while at work such as direct observation or substance abuse or the physical symptoms or manifestations of being impaired due to substance abuse.
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
3. A report of substance abuse provided by a reliable and credible source.
4. Evidence that an individual has tampered with any substance test during his/her employment with the Wilson County Board of Education.
5. Information that an employee has caused or contributed to an accident while at work.
6. Information that an employee has used, possessed, sold, solicited, or transferred drugs while on Wilson County School property or while operating a Wilson County School vehicle, machinery, or equipment.

Return-to-Duty Testing:

Any employee who is allowed to return to duty, based on the Wilson County School System's approval, following referral, evaluation, and treatment as a result of a positive alcohol or drug test, will be required to submit to a return-to-duty alcohol and/or controlled substance test. An alcohol concentration in accordance with state law and a negative drug test will be required before a return-to-duty decision is made.

Follow-Up Testing:

In the event that an employee is allowed to return to duty following referral, evaluation, and treatment, a minimum of two (2) unannounced alcohol and/or drug tests will be required during the next twenty-four (24) months of employment. Alcohol and controlled substance testing may be performed at any time the employee is at work for the Wilson County Board of Education.

Use of Tobacco:

The use of tobacco in any form is prohibited during school hours on school premises, and in school vehicles. Employees shall not use tobacco in any form while in the presence of students. This extends to field trips and athletic events at locations away from school. The use of tobacco in any form shall be prohibited in conference rooms or any other room of a building in which a meeting is being held.

Criminal Charges or Arrests:

It is the policy of the Wilson County Board of Education that all Wilson County School System employees (for the purpose of this policy the term "Wilson County School System Employee" includes school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school system) shall report any misdemeanor or felony charge and/or arrest to the Human Resources office. Charges and/or arrests shall be reported the next regular workday. Failure to report a misdemeanor and/or a felony charge and/or arrest shall constitute a violation of this policy and will result in disciplinary action being taken, up to and including discharge. Minor traffic citations are excluded from this policy.

Discrimination/Harassment Policy:

Purpose: It is the intent of this policy to establish the position of the Wilson County Board of Education on the subject of harassment/discrimination, to set forth guidelines for handling violations of the policy, and to specify the related complaint-handling procedure.

Scope: This policy applies to all employees of the Wilson County School System.

Policy: Harassment/discrimination based on race, color, religion, creed, sex, national origin, genetics, age, veteran status, disability, or any other classification protected by law is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, state regulations, and board policy. Wilson County Schools does not tolerate anti-semitism as defined by Board Policy 5.500.

Definitions:

- A. For the purpose of this policy, harassment/discrimination consists of conduct, unwelcome advances, request favors, gestures, or other verbal or physical conduct or communication when:
 - 1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - 2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - 3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment. Any harassment/discrimination as defined, when perpetrated on any student or employee by any student or employee, will be treated as harassment/discrimination under this policy.
- B. Sexual harassment may include, but is not limited to, the following:
 - 1. Verbal harassment or abuse;
 - 2. Subtle pressure for sexual activity;
 - 3. Inappropriate patting or pinching;
 - 4. Intentional brushing against a student's or an employee's body;
 - 5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - 6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - 7. Any sexually motivated unwelcome touching.

Reporting Procedures:

Any person who believes he/she has been the victim of harassment/discrimination by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment/discrimination, shall report the alleged acts immediately to an appropriate school system official as designated by this policy.

- A. **In Each School:** The school principal is the person responsible for receiving verbal or written reports of harassment/discrimination at the school level.
- B. **System-Wide:** The Director and Human Resources Department shall receive reports or complaints of harassment/discrimination from any individual, employee, or victim and also from the school principal as outlined above.

Submission of a complaint or report of harassment/discrimination will not affect the individual's future employment, grades, or work assignments. The school system will respect the confidentiality of the complainant and the individuals against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment/discrimination and to take disciplinary action when the conduct has occurred.

Investigation and Recommendation:

1. The Director of Schools, upon receipt of a report or complaint alleging harassment/discrimination, shall immediately authorize an investigation. This investigation may be conducted by school system officials or by a third party designated by the Director of Schools. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. In addition, the school system may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged harassment/discrimination.
2. The school system recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. In determining whether alleged conduct constitutes sexual harassment, the school system should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incident occurred.
3. The investigating party shall make a report to the Director upon completion of the investigation.

School District Action:

1. Upon receipt of a recommendation that the complaint is valid, the school system will take such action as appropriate based on the results of the investigation.
2. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system.

Reprisal:

The School system will discipline any individual who retaliates either against any person who reports alleged harassment/discrimination or against any person who testifies, assists, or participates in an investigation, proceeding, or hearing related to a harassment/discrimination complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment/discrimination.

False Accusations:

False accusations of harassment/discrimination have a serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes a false accusation of harassment/discrimination, for any reason which would be contrary to the spirit and intent of this policy, shall be subject to appropriate disciplinary action.

Right to Alternative Complaint Procedures:

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Tennessee Department of Human Rights, Office of Civil Rights in Atlanta, GA, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

Sexual Harassment and Sexual Abuse:

Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee law. In such situations, the school system shall comply with Tennessee law regarding the reporting to appropriate authorities of sexual abuse.

Discipline:

Any school system action taken pursuant to this policy shall be consistent with requirements of applicable negotiated agreements, Tennessee statutes, and school system policies. The school system will take such disciplinary action as it deems necessary and appropriate, including warning, suspension, or immediate discharge, to end harassment/discrimination and prevent its recurrence.

Confidentiality:

Confidentiality is imperative. Repeating comments overheard (from students or teachers) is taboo.

Substitutes will be exposed to student records, including grade, medical information, and other personal information. Substitutes must not share this information with others, including comments or suggestions in the community regarding a student's academic or physical abilities. Sharing information could be in violation of: FERPA, ADA, 504, Rehabilitation Act and other laws.

If you should encounter a problem at school, please discuss the matter with the school administrator. The school administrator should have the opportunity to address issues at their school.

Political Activities:

Classified employees may, on their own time, campaign for or against any candidate or referendum, but they shall not use the schools as a political forum nor engage in any political promotion or solicitation during the school hours. Noncompliance with these requirements shall be subject to disciplinary action. See T.C.A. § 2-19-206 for more information. Employees may display a decal or bumper sticker on their car in compliance with T.C.A. §. 2-19-206.

Children on the Job:

Children of employees shall not be brought to the work site with the exception of an emergency situation as determined by the immediate supervisor. If your child attends school at the location at which you are subbing, then you may bring them to school with you as you come to work.

Computer Use:

Wilson County Schools recognizes the educational value of access to electronic resources that enable students and staff to engage with interactive learning and conduct the business of the schools.

All students and staff will have access to the internet and electronic resources as a means to increase virtual literacy, educational engagement and conduct business as a public school system. Wilson County Schools engages a number of virtual security platforms that enable teachers and staff to filter and monitor devices and screen student engagement and online safety. However, it is impossible for Wilson County Schools to completely prevent students and staff from finding ways to access inappropriate materials online. Failure to follow all or part of this procedure, or any action that may expose Wilson County Schools to risks of unauthorized access to data, disclosure of information, legal liability, potential system failure, or compromise the safety of users is prohibited and may result in disciplinary action up to and including loss of

network privileges, confiscation of computer equipment, suspension, termination of employment and/or criminal prosecution.

The integration of electronic resources also required the need for personal responsibility on the part of the users. "User" is defined as any individual, including, but not limited to students, staff, volunteers, community members, and visitors who access the District's electronic equipment or network. Staff use of the internet and electronic resources will be governed by Board policies and procedures.

The Wilson County School System expects exemplary conduct from all employees at all times. If there are instances when these expectations are not met, an employee may be disciplined following due process. Examples of prohibited actions are included, but not limited to:

1. Sending or displaying offensive messages or pictures;
2. Organizing political campaigns;
3. Using obscene language;
4. Pornography;
5. Harassing, insulting, defaming, or attacking others;
6. Any practices that threaten the network (e.g. loading files that may introduce a virus, sending Email, Chain letters, etc.);
7. Violating copyright laws;
8. Using others' passwords or other identifier (impersonation) or sharing identifier or password;
9. Intentionally wasting limited resources (streaming noneducational video, gaming, etc.).
The IT Department may restrict streaming content to preserve internet bandwidth;
10. Employing the network for commercial purposes;
11. Violating protocol/pre-communicated procedures by the Technology Staff/Administration;
12. Accessing social networking sites UNLESS it is approved for Official School/District use;
13. Accessing personal email accounts during instructional or work time. This does not include break times;
14. Accessing chat rooms unless previously approved by the District;
15. Download any software, music, videos, games, or any other non-educational material on district computers or the district network without permission from technology staff;
16. Use of proxy servers or secure sites to bypass internet filters and/or firewalls;
17. No one, other than the IT Department, may add a wireless access point or any other device to the network. Unauthorized devices connected to the network may be confiscated and disposed of by the IT Department;
18. Damaging computers, computer systems, or computer networks;
19. Hacking or attempting unauthorized access to any computer;
20. Buying or selling on the Internet may not be used for personal gain, any other business/employment, or in any illegal or unethical manner;
21. Moving technology equipment from its assigned room without the permission of the IT Department;
22. Attaching any device to the domain, a switch, a computer, or any other device that can transmit a signal, disrupt the network, "hack" the network, or breach the security of the District's network;

23. Posting pictures/videos of students, staff, or the building that would violate FERPA or would pose a security risk.

For the protection and security of Wilson County Schools electronic data, all computers attached to the District's physical network (a computer located at a District's schools or facilities, either wired or wireless), must be the property of Wilson County Schools. Outside electronic devices may not be used for internet access without accessing the District's internal network. District technology staff have the right to remove any unauthorized software applications on any District devices. The Wilson County Schools domains, including but not limited to messages, documents, emails, searches, etc. are owned and operated by the Wilson County School System and, as such, there is absolutely no expectation of privacy when logged into wcschools, wilsonk12tn.us or any other domain operated by the Wilson County School System! Employees must protect students and confidential information from being shared with unauthorized users. Employees should conduct all school business on school devices and not take information on a personal or shared device.

Telephone Use:

Cellular phones are not to be used when students are present.

Dress Code:

The dress code, as adopted by the Wilson County Board of Education for certified and classified is as follows:

1. Any employee attire that is considered distracting, disruptive in appearance, detrimental to the educational environment or the public image of the school itself, or contrary to good hygiene will not be permitted. The dress code for teachers is as follows:
 - a. Shorts, sweat suits, nylon jogging suits, overalls, legging/spandex pants, or tee shirts (except those worn appropriately with blazers, sweaters and vests) are not acceptable. Jeans may not have any rips or holes
 - b. Tops and dresses should have a modest/appropriate neckline
 - c. Dresses, skirts, and jumpers should be no longer than three (3) inches above mid-knee
 - d. Flip-flops with straps that can be pushed out through the sole of the shoe are not acceptable
2. Dress code applies to all student attendance days and professional development days that occur during the school calendar year
3. School-related tee shirts are acceptable on designated days as per the principal
4. Exceptions may be made at the discretion of the building principal. Speciality teachers (i.e: automotive, shop, PE, etc.) may require specific attire and are permitted to dress according to the restrictions of their job duties.

Health and Safety Information:

Communicable Diseases:

It is the responsibility of every employee to report to his/her immediate supervisor any unsafe conditions in the workplace and any and all on-the-job injuries of the employee or another employee, whether or not medical attention is required. Failure to comply with the aforementioned responsibilities may result in disciplinary action.

Employees shall inform the director of schools whenever they contract a contagious disease so that proper precautions can be taken for the protection of students, other employees, and the infected employee.

No employee who has any communicable disease shall perform his/her duties in any location where such might endanger the health of the school children. The Board shall require any employee to submit to a physical examination by a physician whenever there is reason to believe that the employee has any communicable disease.

Hepatitis B (HBV):

All school district personnel shall be advised of routine procedures to follow in handling bodily fluids. The procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or bodily fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between bodily fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The administration shall develop, in consultation with medical personnel, a regulation to be distributed to all staff. Training and appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out on a district-wide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions.

Confidentiality and Non-Discrimination:

In all instances, district personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The director of schools shall initiate procedures to insure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures. Under no circumstances shall information identifying an employee with HBV be released to the public.

Safety:

Employees who are at high risk of occupational exposure shall be identified and provided with personal protective equipment, including HBV vaccinations. Employees considered to be at high risk shall include custodians, school nurses, special education teachers and instructional assistants, playground supervisors, coaches and physical education teachers, school secretaries, and vocational teachers. When any employee is known to have been exposed to HBV on the job site, the employee will be notified immediately by a supervisor, and the Board shall provide vaccinations. The principal will ensure that an accident report is filed for all accidents. The report will include the employee's name, date of the accident, an explanation of the accident, and the care used in treating the individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.

Education and Universal Precautions:

HBV education, including universal precautions on handling blood and other body fluids, will be provided to all school personnel and volunteers and may include members of the Board.

HIV/AIDS Policy:

HIV/AIDS Testing:

No school official can require any employee to undergo an HIV antibody test or other HIV related test. This does not preclude school officials from requiring an employee to undergo an examination when another communicable illness is suspected.

Liability and Non-Discrimination:

No employee who is diagnosed with HIV infection or AIDS shall be prevented from continuing his/her employment. No disciplinary action may be taken against an employee solely on the basis of HIV infection or AIDS. Action may be taken against an employee only if he/she is disabled and the disability interferes with his/her ability to perform the activities involved in employment duties. The Board shall make reasonable accommodations to enable the employee to perform employment duties as may be required by state or federal law.

Confidentiality:

If information is received regarding an employee's HIV status, the director of schools may consult with the school board attorney on the appropriate course of action to pursue, bearing in mind the school system's potential liability for defamation, employment discrimination, and breach of confidentiality requirements. Information obtained is confidential and may not be released to anyone except:

1. Persons named on an "Authorization for Release of Confidential HIV Related Information" form;
2. Persons listed on court order;
3. Persons authorized to receive such information with a release or court order according to T.C.A. § 68-10-113.

Under no circumstances shall information identifying an employee with AIDS be released to the public.

Education and Universal Precautions:

To prevent and manage exposure in the workplace, all school system employees will receive in-service training and education regarding HIV/AIDS and OSHA's Bloodborne Pathogens Standard.

Safety:

"Safety first" takes on a very special meaning in the sensitive area of a school system environment. The Board of Education makes every effort to provide a safe workplace for employees. It is the responsibility of the immediate supervisor to communicate to all employees applicable safety rules and regulations.

It is the responsibility of every employee to report to his immediate supervisor any unsafe conditions in the workplace and any and all injuries on the job of the employee or another employee, whether or not medical attention is required.

Failure to comply with the aforementioned responsibilities may result in disciplinary action.

Student Accommodation Requests

An employee of Wilson County Schools shall not knowingly give false or misleading information to the parent of a student regarding the student's gender identity or the student's intention to transition to a gender that differs from the sex listed on the student's official birth certificate or birth issued upon adoption, if the certificate of birth was issued at or near the time of the student's birth.

If a student enrolled in Wilson County Schools requests an accommodation from an employee that is intended to affirm the student's gender identity, including a request that the student be addressed using a name that differs from the name assigned to the student on the student's registration forms or in the student's educational record, or that the student be addressed using a name that differs from the name assigned to the student on the student's school registration forms or in the student's educational record or that the student be addressed using a pronoun that does not correspond with the sex listed on the student's official birth certificate or certificate of birth issued upon adoption, if the certificate of birth was issued at or near the time of the student's birth, then the employee of Wilson County Schools shall report the student's request to a school administrator and the school administrator shall report the student's request to the student's parent.

Students cannot be requested to call a teacher by a nickname or other name that was not given at birth.

Forms:

Form #1:

Substitute teachers are requested to leave a note for the teacher. A form has been provided in order to address various areas. Most teachers will provide this form for the substitute.

Attendance of students is very important, and having the correct information on each student is imperative. Our form provides information for the returning teacher on attendance and tardies within their classroom.

Form #2 (Online):

A report of the substitute's performance will be completed by the principal and classroom teacher. The report will be forwarded to the Central Office/ATC. It will be used as a tool to measure the substitute's abilities, strengths, and weaknesses. If necessary, someone may contact the substitute to offer suggestions for improved classroom management, or to discuss other areas indicated on the report. Attached to the handbook will find a visual of what the online feedback form looks like.

Form #3 (Online):

We want to offer substitutes the necessary tools for success in the classroom. A report form is provided in Frontline Absence Management for substitutes to complete an evaluation of preparation by the teacher. While there will be times a teacher must be absent due to an emergency, most will have ample time to prepare lesson plans. Substitutes should complete the report online after the absence to ensure that our employees are providing substitutes with the information to keep our students safe, allow substitutes to follow the schedule, and to educate the students to the best of a substitute's ability.

WILSON COUNTY SCHOOLS
Substitute Teacher Report to Classroom Teacher

Substitutes Name: _____ Date: _____

Teacher's Name: _____ Date: _____

School: _____



Work Covered/Completed:

Absentees:

Tardies:

Early Dismissals:

General Comments:

Students Who Needed Some Reminders:

****Please note that if you are subbing for a teacher who has multiple classes please denote which comment/note goes with each block****

WILSON COUNTY SCHOOLS

Teacher Report: Substitutes

This form is online based through Frontline Absence Management. This is just a visual to inform you of what it entails.

Leave Feedback				Feedback left for me	
Date ▲	Reason	Location	Duration	Time	
CONF # 103018017 BAKER, DEE / APPROVED View Details					
21 Feb 2013	Personal Day	Walker Middle School	Full Day	8:00 AM - 3:00 PM	
Select an overall score that represents how you would rate the experience you had in this position.					
Outstanding					

Please answer the following questions:

Questions marked with an *** are required

Was all classroom work collected?

Yes

Was the room left as neat and clean as it was found?

The room was cleaner than when I left it!

Were any disciplinary issues reported?

No

General Notes/Comments

Great job overall!

[Reset](#) [✓ Submit](#)

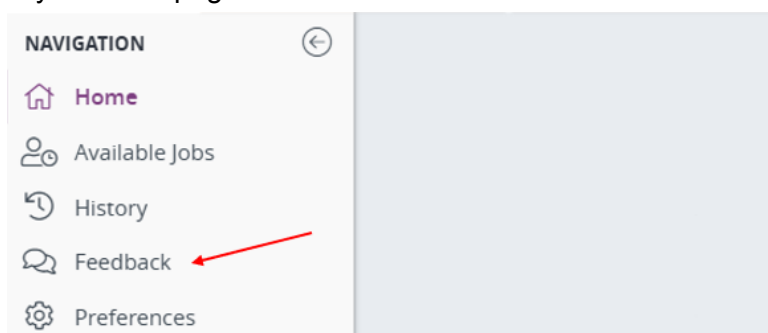
This information is available on Frontline Absence Management for you to view at any time.

WILSON COUNTY SCHOOLS

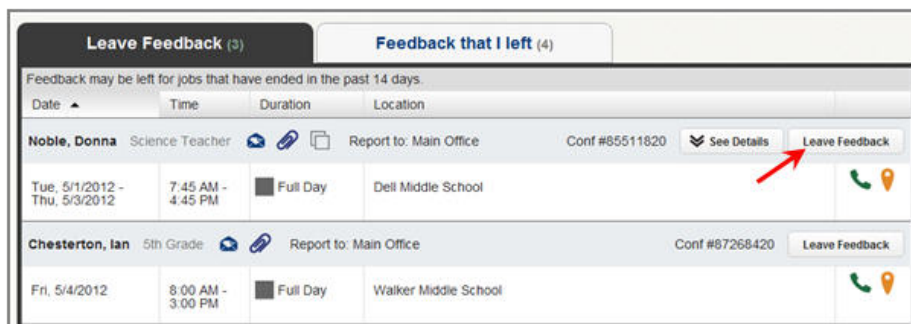
Substitute Report

We use Frontline Absence Management to help collect data about your substitute job experience. This should provide you a step by step guide on how to submit feedback on your daily substitute jobs.

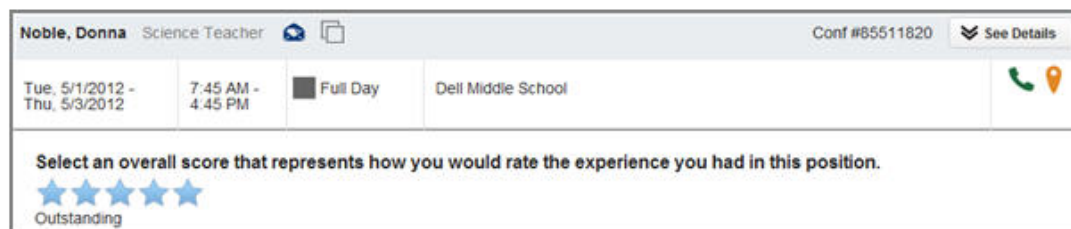
1. When you log into Frontline Absence Management you will see a feedback tab at the top of your homepage.



2. Click on the Feedback tab to be taken to a list of all of the absences from the past 14 days that you can leave feedback on. To leave your feedback click on the "Leave Feedback" button for the individual absence.



3. This will take you to a page where you can answer questions about how your job went. The first thing you will want to do is choose an overall rating. This is a 1 to 5 star rating with 1 star meaning your job experience was "poor" and 5 stars meaning your job experience was "outstanding." Hover over and click on the number of stars you would like to give.



- Below the star rating you will see a list of questions you can answer. These questions may have been customized by our district, so the questions you see below will differ on your web page. If any questions are marked with "***" that means we require that you answer those questions prior to submitting your feedback.



Please answer the following questions:
Questions marked with an "*" are required

Notes regarding lesson plans
The lesson plans were very helpful.

I also taught...
Chapter 12

- Once you have marked your star rating and answered the questions you can click the **Submit** button on the bottom of the page. Once you submit your feedback you will not be able to go back in and edit it.



Students who were absent
No students were absent.

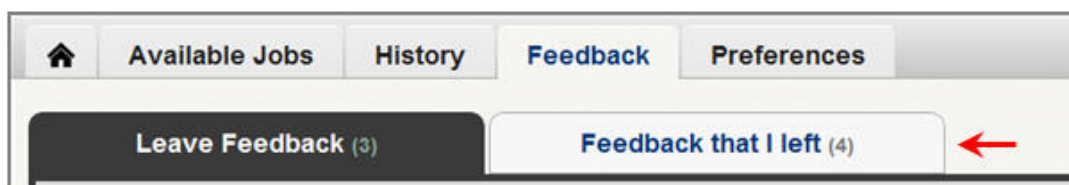
Terrific helpers
Sarah Jane was very helpful.

Reset Submit

Reviewing Feedback:

The steps below will help you review feedback you have left for the entire year.

- Click on the **Feedback that I left** tab in the feedback section



Home Available Jobs History Feedback Preferences

Leave Feedback (3) Feedback that I left (4)

- This will bring up a list of all jobs you have left feedback about in the current school year. The star rating will be visible on the right side of the job line. You can click the **View Feedback** link to see the specific answers you gave to the questions on the Feedback form for that job.



Williams, Rory 4th Grade Report to: Main Office Conf #85514282 View Feedback

Mon, 4/9/2012 8:00 AM - 3:00 PM Full Day Dell Middle School

****If at any time an error was made during feedback, please email castleberry@wcschools.com, once submitted feedback is no longer eligible to be edited****

The Role of Substitute Teacher:

Organization and advanced planning are the keys to successful teaching of any type. While the substitute is at a disadvantage in many phases of advanced planning, there are a few preparatory steps that can be taken:

- Learn to operate audio-visual equipment;
- Know the answer to questions. (Example: Is this paper due at the end of class?)

Guidelines for Effective Substitute Teaching:

Set the stage for learning
Understand as much as possible about the school
Be prepared to meet a new situation
See what is happening in the room
Tell the students something about yourself
Invent ways and means to motivate students
Treat the students with respect
Use the instructions of the regular teacher
Turn negatives into positives
Evaluate your methods occasionally

Think positively about your assignment
Encourage good behavior with kind firmness
Assume full control of the students
Call on other teachers and the principal if needed
Help students through difficult situations
Enjoy the art of teaching school
Resolve to improve with each new assignment

Checklist for Substitutes:

Have You:

- ☐ Arrived at the school at least fifteen minutes before time for classes to begin?
- ☐ Reported to the office on arrival?
- ☐ Become familiar with the routine of the school?
- ☐ Prepared all materials needed for the day?
- ☐ Written your name on the board?
- ☐ Introduced yourself to neighboring teachers?
- ☐ Started class on time?
- ☐ Taken the time to have students give you their names?
- ☐ Followed lesson plans?
- ☐ Fulfilled the classroom teacher's extra duties?
- ☐ Involved all students in the same way?
- ☐ Been enthusiastic?
- ☐ Acted professionally?
- ☐ Left the room orderly, with items used returned to storage
- ☐ Filled out any reports due at the end of the day?
- ☐ Avoided criticism of the regular classroom teachers?
- ☐ Returned keys?
- ☐ Filled out the Substitute Teacher Report and left it on the teachers desk?
- ☐ Checked with the principal or secretary to see if you are needed the next day?

Situations a Substitute Might Encounter:

1. You are “subbing” for the chemistry teacher. The plan book calls for experiments using chemicals with which you are not familiar. Would you:
 - a. Go ahead with the experiments depending on students for knowledge?
 - b. Discuss the situation with the students to determine safety hazards?
 - c. **Dispense with the experiment and use an alternate assignment?**

2. The eighth grade math lesson includes some complex problems dealing with diameter and circumference. The students get varying solutions to a problem. You are asked who is right, but you honestly do not understand these math principles. Would you:
 - a. Take the answer of a “smart student” as correct?
 - b. Say the correct answer is not important as long as the principles are understood?
 - c. **Admit you are not sure and ask them to hold these problems for the regular teacher?**

3. In the sixth grade reading class, one student refuses to read a selection aloud. You have no knowledge of a handicap to prevent his reading. Would you:
 - a. Threaten him with no grade?
 - b. Question him about his reason for refusing to read?
 - c. **Ignore his refusal and go on to the next student?**

4. You have been left instructions to give a prepared test to ninth graders. It is obvious students are cheating. Would you:
 - a. **Ask them to stop assisting each other?**
 - b. Send them to the principal?
 - c. **Ignore the situation and leave a note for the teacher?**

5. A senior boy becomes angry and walks out of the class. Would you:
 - a. Consider it “good riddance” and let him go?
 - b. **Notify the office via the communication system?**
 - c. Leave the class and go in search of the student?

6. A regular high school teacher has a sudden illness and you are asked to teach for several days. Plans and instructions are not available for more than two or three days. Would you:
 - a. **Ask the grade level/department chairman to assist you in further planning?**
 - b. Just take the next few pages in the textbook each day?
 - c. Tell the students to study another subject, since you do not know what the regular teacher wants you to do

Strategies for Success:

Strategy Number One: QUESTIONS YOU NEED TO ASK

Having signed up to be a substitute, you have agreed to be flexible, creative, and competent. A substitute is on call and is expected to be ready at a moment's notice. At school, a substitute assumes full responsibility for a group of students from age five through nineteen. Special strategies for coping successfully with the assignment may increase feelings of security while adding to your knowledge base.

Ask questions about:

1. Specific Teaching Assignment:

- ☐ Where are the lesson plans, seating chart, materials needed?
- ☐ What are the classroom procedures for going to the restroom, lunch, recess?
What do students do when class work is completed?
- ☐ What are the names of three reliable students who can provide helpful information about locating materials and what was learned or presented in the previous lessons?
 - i. Each teacher is required to have a folder on file in the school's main office which contains class rolls (with reliable students identified), discipline rules, class schedules, seating charts, pertinent medical information, students in pullout programs (i.e., SEEK, title, resource), etc.

2. School Policies and Expectations:

- ☐ What are the duty hours?
- ☐ For what routine duties am I responsible?
- ☐ Where is the teachers' lounge?
- ☐ What activities are scheduled?
- ☐ What are the school safety and crisis management plan guidelines (i.e. fire, tornado, bomb threat, lock-down)?

3. Legal Issues:

- ☐ Absolutely no physical discipline/restraint
- ☐ Releasing students to non-custodial parents (principals responsible for release of students);
- ☐ Leaving the classroom (never leave--if you need help, send someone or ask the teacher next door)?
- ☐ Unacceptable/inappropriate language (no profane or obscene language; do not use "Shut Up")
- ☐ Harassment
- ☐ Medication (All medication is kept in the school's office and administered there by trained personnel. Students are not to take any form of medication in the classroom, not even aspirin. In addition, substitutes are not to administer or take medication in the presence of students.)

4. Student Medicine Schedules 504s and IEPs

- ☐ Students requiring medication must receive this through the school nurse. When and how they receive this medication should be listed in the teacher's notes
- ☐ Some students may have Individualized Education Plans (IEPs). This may include specific modifications that must be followed in the classroom. Some students may require oral testing or extra time to complete their work.
- ☐ IEPs and 504s are legally binding documents and not following them is against the law
- ☐ A teacher should leave a list of students that require different modifications in their notes. NOTE: Teachers cannot legally provide you specific diagnosis of students.

Strategy Number Two: HOW TO INTERPRET A LESSON PLAN

All lessons, for all grade levels, should have a well-defined beginning, middle, and end. The teacher whose plans you read may label the "beginning" as set. The "middle" is the instruction itself, and the "end" may be labeled closure. In the set, a focus or motivation is given for that which is to be taught. The closure provides students an opportunity to verbalize (oral or written) what was learned. No matter how you have to revise lesson plans for any grade level, these elements provide a needed structure. Students sense this structure, and actually behave better because they know what is expected of them.

Steps in A Facilitated Lesson Plan:

The teacher acts as a facilitator and designer of the lessons, which allows students to make discoveries for themselves. (Examples: laboratory activities, group discussions, games, simulations, etc.)

I. Set (Motivation)

- This portion of the lesson aims at establishing a state of readiness for the instruction at focusing the students' attention, and at relating to previous learning. The time allotted for this phase probably should not exceed ten minutes--just long enough to get students in a receptive frame of mind while reserving the major portion of the time for instruction related to the current lesson's objective.

II. Statement of Objective(s)

- This states the purpose of activity. Example: "From this activity you will be able to determine the weight of a given volume of air."

III. Instruction (Input)

- Gives direction for activity; identifies materials and their use; determines means of collecting and reporting data; states definitions; provides examples; issues cautions, if necessary

IV. Check for Understanding

- Each student; each time

V. Guided Practice

- Additional examples under the teacher's direct guidance
- Practical application activities: problem solving, group discussion, work sheets, role playing, simulation, experiments, projects
- Analysis activities: classify, compare/contrast, categorize, outline
- Creative expression: create/design, change, draw, invent
- Evaluative thinking: judge, assess values, appraise, argue

VI. Closure

- Summarize facts from lesson and relate them to major concepts and previous learning
- Determine if the objective has been attained

Strategy Number Three: COPING WITH DIFFERENT AGE AND GRADE LEVELS

Even though most substitute teachers usually have a preference for a certain age of students, a flexibility for working with all levels is desirable.

With any age group, it is important that there are frequent perception checks; either questions or some kind of response that confirms the fact that students understand what you are teaching. Merely asking "Do you understand?" or saying, "Any questions?" is not adequate. Having students write answers on scrap paper or asking a question, calling on a student for an answer, and asking for those that agree/disagree are methods for keeping all students involved and accountable. In addition, if a question is not specific enough, students will often just agree because they may not be skilled in expressing what they do not know.

Demonstrating an interest in each student as an individual and the class as a special group is key. An excellent way to do this is through making eye contact with individual students and acknowledging comments as legitimate. Maintaining a disinterested distance does not keep control; it diminishes it.

Characteristics of Various Age Groups:

Primary Age Children (Kindergarten-3rd)

Language is important, both body language and verbal language. Most children regard "gushy" language as insincere, and they do not respond positively. On the other hand, small children are genuinely frightened by cold, stern behavior with language to match. However, they can appreciate a firm but gentle direction.

When working with this age group, vary activities, and constantly monitor the fatigue level. Also remember always to give a purpose for textbook reading and introduce difficult words.

Intermediate and Middle Grades (Grades 4th-8th)

Children in this age group vary widely in every way--ability level, social and emotional maturity, etc. Sitting for a long period of time is very difficult, so physical activity is a must. There is frequently a lack of physical coordination, so stepping on toes and dropping things are often not the fault of the student.

It has been said of this age group, "They love to learn, but hate to listen." The moral to this story is to devise activities that are as self-directed as possible. Peer interaction and approval are very important to this age group. The implications are to plan structured group work and allow for "legal" interactions.

High School Age (Grades 9th-12th)

These students vacillate almost daily between childishness and maturity in appearance, in dress, in behavior, and in academic talent.

When working with these students, never try to "fake" what you do not know. Too many are too bright for you to get away with this. Your adult skill is one of "know how" to find, to organize, and to appreciate information.

Never try to be "one of them." You are not. They need an adult friend and leader, **not an adult masquerading as a teen-aged buddy.**

Techniques of Classroom Management:

One of the best techniques for effective classroom management is to have a planned, organized class. In addition, demonstrating an interest in each student and in the class enhances control, as does involving students in active participation. Above all, **avoid dull work that is only busy work.**

Before class begins, secure any needed information from the office, acquaint yourself with the classroom, and look over the activities planned for the students.

Always be on time to class, and start class decisively. Greet students cheerfully, make eye contact with them, and observe them as they settle down. This gives the impression that you are in charge. By starting class quickly, firmly and decisively, you signal students that learning has begun.

Take roll carefully. This sends a clear message that instructional time is important. In addition, students in grades 9-12 receive an attendance grade, so it is imperative that information related to absences and tardies be accurate.

Give directions clearly and require student attention. This communicates that you are in charge of the classroom. Do not allow the students to shuffle papers, get out materials, or do other work when directions for assignments are being given. Before beginning any activity, give specific step-by-step information regarding the procedures for carrying out the activity. You may find it necessary to give one part of the directions and then wait until students have completed the first step of the directions before continuing.

Clarify expectations about student conduct. When behavior expectations are unclear, students often will test your limits. Be sure to familiarize yourself with the classroom discipline plan before class begins. Note the penalties and rewards used by the regular teacher. Once class begins, communicate to the students that you are familiar with the rules and procedures. (REMEMBER: Sometimes rules are posted on the classroom walls.)

Circulate frequently around the classroom. Staying on your feet and moving constantly among students enables you to see all the students in the class. When students believe the teacher is watching them, they are less likely to misbehave.

Require students' attention and participation. Do not allow students to shuffle papers, get out materials, or do other work when directions are being given for assignments.

Hold students accountable for work assigned. Unless work is to be completed for homework, take up all class work at the end of the period. If they ask, "When is this due?" always say, "Today." If they ask "Will it be graded?" say, "Yes." At the end of each day/class, **remind students** about homework and compliment them for academic achievements and appropriate behavior.

In addition, the following are proven techniques of classroom control: never talk to a group without getting their **attention first**; **do not make any threat you cannot carry out**; if a student is misbehaving and class is in progress, **walk toward the disturbance** without interrupting, and stand by the offender; **lower your voice** sometimes to get attention--never try to talk above noise. If things get out of hand, refer the offending student(s) to administrative personnel.

Substitute Contracted Hours

The substitute contracted hours are 15 minutes prior to the first bell for students and 15 minutes after the final bell for students. These times are automatically adjusted in Frontline Absence Management. This means that if the start time of the school is 7:30am, the start time listed in Frontline when you accept the job will be 15 minutes prior to that time at 7:15am. You are expected to work the entirety of your assignment. If you need to leave early for any reason, you will notify the Substitute Services Department in order to ensure your pay is adjusted appropriately for the amount of time that was worked. The Substitute Services Department can be reached at 615-453-4678 between the hours of 6:00 AM - 2:30 PM every weekday.

Other Facts and Helpful Hints for Substitute Teachers:

The substitute will be contacted by telephone, using the automated management system. Every effort will be made to contact substitutes as much in advance as feasible. However, in some instances, you may be contacted by the automated system **after** the start time. You can also log into Frontline Absence Management and choose a job you would like to work in advance. This will prevent phone calls the morning of assignments.

Teachers are expected to leave clear, concise lesson plans and instructions for substitutes. In the event this is not done, it is a good idea to have some all-purpose learning activities in mind. However, you should report to the principal if lesson plans and instructions are not available. The substitute is expected to be punctual. Report to the school at least ten minutes before the scheduled opening time and go immediately to the office. Any special instructions will be relayed by the teacher through Frontline Absence Management, will be written within the regular classroom teachers lesson plans, or will be given by the principal or by his designee.

It is hoped that, when the regular teacher is absent, there will be as little break as possible in the instructional process. Many times teachers will leave assignments requiring students to write. In this event, substitutes should be alert and aware of whether the students are following instructions. For this reason, you are requested not to take work on anything outside of what is given to you as the substitute. This could diminish your awareness of what is going on in the classroom.

It is very important that an accurate list of absentees, excuses, and tardies be left for the teacher. Although every school maintains attendance on computers, the procedures for taking daily roll may vary from school to school. If this information is not provided for you at the individual school, check with the office or a neighboring teacher.

Any materials, such as grade books, textbooks, films, etc., left for the substitute by the regular teacher will usually be either picked up in the school office and should be returned there at the end of the day, or will be provided within the teachers classroom and needs to be left in the classroom at the end of the day. If keys are given to the substitute, these should be guarded with special care. The care of the room is important in the regular teacher's absence. This does not mean the substitute is expected to "spring clean," but before leaving the room students should pick up any paper and otherwise straighten the room.

Be sure you find out as much about routine as possible, such as when to go to lunch, restroom privileges, library privileges, etc. If the administration neglects to tell you, depend on the teacher next door or the "right" student--BUT beware of the sub's little helper who tells you too many things the regular teacher "lets us do."

Frontline Absence Management will allow you to state preference in schools and grade levels. However, in emergency situations, you will be asked to go wherever needed. Thank you for agreeing to be a substitute teacher for the Wilson County School System!

User Guides



Links	Title	Description
	Frontline Central Overview	Clicking the button to the left will take you to the Frontline Central Overview. This will provide you with a short video to help you better understand why we chose the Frontline Management System and how it can benefit you!
	General Learning Center	Clicking on the button to the left will take you to the Frontline Education Learning Center. Here you will find helpful videos that explain how different aspects of Frontline work. This is a great location for troubleshooting
	Frontline Mobile App	Clicking on the button on the right will show you how to download the Frontline Mobile App. This makes it even easier to accept substitute positions without having to log into a computer!
	Desktop Single Sign-On Instructions	Clicking on the button to the right will take you to step-by-step guidelines for how to log in using the single sign-on instructions when using a desktop computer.
	Mobile App Single Sign-On Instructions	Clicking on the button to the right will take you to step-by-step guidelines for how to log in using the single sign-on instructions when using the Frontline Mobile Application. This App can be downloaded to any smartphone device.
	Substitute Orientation Slideshow	Clicking on the button to the right will take you to the presentation that was reviewed during your onboarding. This has great reference material for you to use if needed.



Frontline Absence Management Q & A Reference Guide for Substitutes

This guide is designed to provide substitute teachers the basic information needed to access and use the Frontline Absence Management System. It is not the intention for this document to serve as a system user manual for Frontline. Frontline system online documentation is available by clicking the Help tab located on the Frontline home page.

The Frontline system is supported and managed by the Substitute Staffing department which is part of Human Resources. If you have any questions or need any assistance when using Frontline, contact Lacey Castleberry via email at castleberryl@wcschools.com. The Substitute Staffing office hours are 6:00 a.m. to 2:30 p.m. each week day.

1. What is Frontline-Absence Management?

Frontline is an Automated Substitute Placement and Absence Management system. Frontline is used to request a reserve teacher (sub) when a WCS teacher is absent. It also is used to perform other functions that are needed by the District. These functions include, but are not limited to:

1. "System of Record" for tracking teacher attendance
2. Teacher attendance reporting
3. Captures hours to pay reserve teachers
4. Captures hours teachers are absent

2. How do I access Frontline?

Frontline Education Absence Management can be accessed online via the web or by phone 24 hours a day, 7 days a week. Once you are active as a substitute teacher you will be granted access to Frontline Absence Management. You will receive your login credentials at your final onboarding appointment.

Access Frontline via the web:

1. Enter the web address for Frontline: [Click Here to Access](#)
2. Wilson County Schools uses a single sign-on system. [Click here](#) to access the directions on how to log in for the first time from a desktop computer. [Click here](#) to access the directions on how to log in for the first time using the mobile app.

Access to Frontline via the phone:

1. Dial 1-800-942-3767
2. Follow the prompts and enter in your phone log in ID (This will be your 10 digit phone number) and pin (This is issued by Frontline and can be found in your settings, or by contacting the substitute staffing office.)

If you have any problems logging in, contact the Substitute Staffing Department via email at castleberryl@wcschools.com during normal business hours. Or by phone at 615-453-4678.

3. How do I change my phone number?

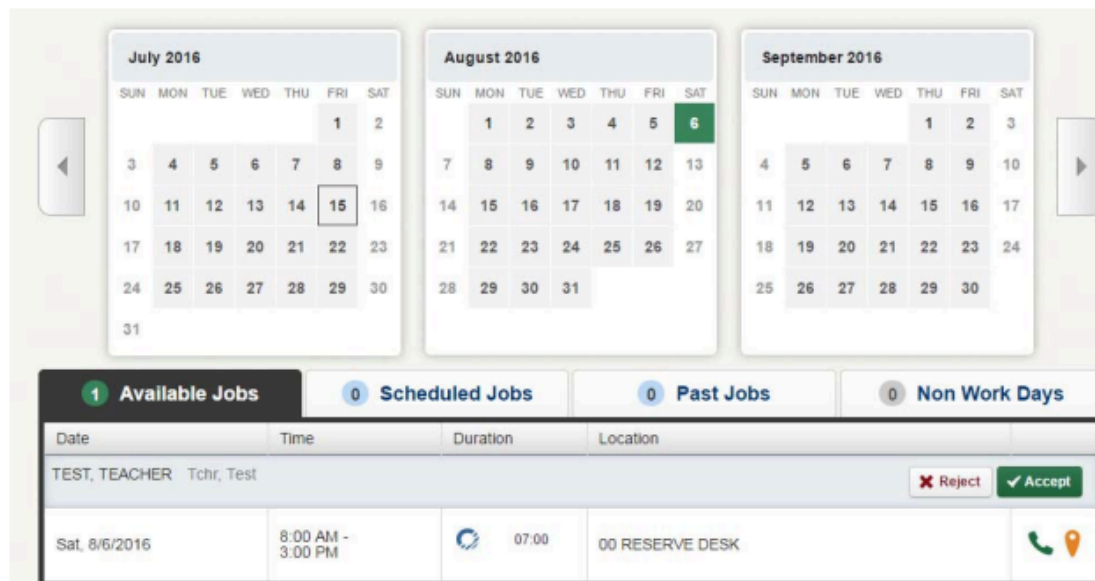
It is the substitute teachers' responsibility to ensure their correct phone number is listed in the Frontline system. The phone number that is entered can either be a cell phone or home phone number. Phone numbers are set during your final onboarding appointment. If you need to update your phone number in the Frontline System, please contact the Substitute Staffing Department by email at castleberryl@wcschools.com or by phone at 615-453-4678.

4. How do I accept/select an assignment?

As a substitute teacher, you choose where you work, when you work and who you work for. You have visibility to unfilled absences up to 30 days in advance.

To view current opportunities and select an assignment:

1. Log into the Frontline system
2. On the main menu home page Click the “Available Jobs” tabs to view available opportunities.



3. Once you have reviewed the list of opportunities, you can either Accept or Reject the job.

- **Accept:**

- To accept the job, click on the  button on the right side of the listing
- Once you accept the assignment, it is expected you arrive at the site based on the time indicated in the assignment.
- It is critical that attention is paid to the date of the assignment as available jobs are listed up to 30 days in advance.

- **Reject:**

- To reject the job, click on the  button on the right side of the listing.
- Once the job is rejected, it will disappear from your available jobs and you will not see it again. Only click the Reject button if you are absolutely sure that you will not want to view this job later.

5. How do I cancel an assignment?

A substitute teacher can remove themselves from an assignment in Frontline once it is accepted. However you must do so at least 12 hours in advance. To do this log into Frontline and click on the Scheduled Jobs tab. From there you can remove jobs if needed. It is critical you provide as much advance notice as possible if you need to cancel an assignment.

6. What do I do if I have made arrangements with a teacher to sub for them?

Quite often, a teacher will make arrangements with a specific sub to fill his/her absence. Teachers are permitted to assign their own sub in the Frontline system. If you agree to fill in for a specific teacher, they will put your name into the sub position. **HOWEVER, you then need to log into Frontline and accept the job.** Frontline will send you an email when a teacher has scheduled you on a specific job. Follow the instructions in the email to finalize the job. If you have NOT accepted the job within a certain amount of time, then it will open up to other substitutes. If you have made arrangements with a teacher to sub for them, it is your responsibility to verify you have been assigned to the absence.

7. Can the start and end times of an assignment change after I accept it?

There may be situations when the start or end time of your assignment is changed after you accept the assignment. This is most often used during inclement weather (ie: snow, rain, ice etc.) When this happens, the teacher, school system or school secretary should contact you either by phone or email. If they do not contact you, check www.wcschools.com to see if the school you are working at is working on a delay or closure.

If you are able to continue in the assignment based on the time change, you do not need to take any further steps, simply arrive at the newly scheduled time.

If you cannot continue in the assignment based on the time change, please contact the school directly and let them know as soon as possible. This needs to be done by phone.

If the school is closed, you do not have to do any additional steps. As all substitute positions will be automatically closed out by Frontline.

8. Can an assignment I accepted be canceled or changed after I accept it?

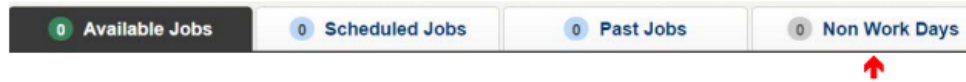
There may be situations when the assignment you accepted has been canceled. When this happens, Frontline will send you an email letting you know the assignment has been canceled. The substitute staffing department will remove you from the assignment as soon as they are made aware the assignment has been canceled. You will not be paid for the assignment if it is canceled and you do not work.

9. **How can I create and remove a “Non-Work” day?**

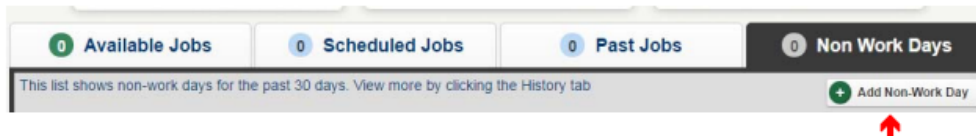
You can create Non Work days in Frontline for days you are unable to work. When a Non Work day is created, you will not see any assignments for those days.

To Create a Non-Work Day:

1. Click on the Non Work Days tab.



2. Click on the Add Non Work day button.



3. Enter the date. Enter the start and end time when you can't work (optional). Enter the reason. This is optional and only for your information.

A screenshot of the 'Add Non-Work Day' form. It has a blue header with the title 'Add Non-Work Day' and a close button (x). The form contains the following fields: 'Date' with a calendar icon and the value '9/8/2016'; 'Repeat' with a checkbox; 'From' and 'to' time pickers, with 'All Day' checked; and a 'Reason' text input field. At the bottom are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button.

4. Click the save button

To Remove a Non-Work Day:

1. Click on the Non work days tab.



2. Click on the remove button next to the non-work day you wish to remove.



3. You will receive a pop-up. Click remove to confirm.

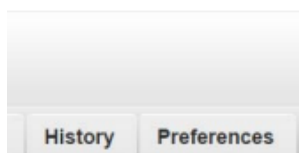
A screenshot of the 'Remove Non-Work Day' confirmation pop-up. It has a blue header with the title 'Remove Non-Work Day' and a close button (x). Below the header is the text: 'Are you sure you want to remove this day? This action cannot be undone.' At the bottom are 'Cancel' and 'Remove' buttons. A red arrow points to the 'Remove' button.

10. How do I turn off or change the phone notifications?

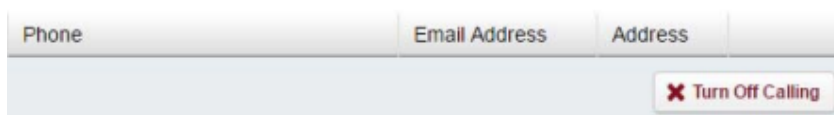
Frontline will attempt to call you to inform you of job opportunities during pre-designated times established by Wilson County Schools. You have the option to change the call times or turn off the calling functionality.

To turn off the call functionality:

1. Click on the Preferences tab

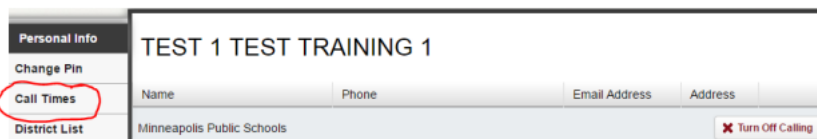


2. Click on the Turn Off Calling button to stop future calls from Frontline.



To change the call times:

1. Click on the preferences tab
2. Click on the Call Times option.



3. Click on the Edit button for each date and enter the desired call times

My Preferences						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

Your Call Time Preferences for Monday ×

District Call Times

Morning: 5:00 AM to 10:00 AM

Evening: 6:00 PM to 10:00 PM

My Preferences

☐ Don't Call Me

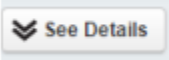
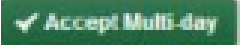
☐ Call me during the district call times

☒ Call me between and

Note: You will only be called during the periods of time that overlap with the district call times.

4. Once you select your preference, Click on:
 - a. Apply to All – this option will apply your call times to every day of the week
 - b. Apply only to - this option will apply your call times to only the day of the week you selected

11. Icon Descriptions

	This icon indicates the assignment has notes/instructions pertaining to the job. Click on this Icon to view the notes prior to accepting the job.
	This icon indicates the assignment is a multiple day assignment. Be sure you can work all the days included in this assignment before accepting the job.
	This button appears for jobs that are multiple days. Click on this tab to view the details of the assignment.
	This button appears once you have selected the See Details button for a multiple day assignment. Once you review the details of the multiple day assignment, click this button to accept.
	This button allows you to accept the assignment. Once you accept the assignment, it is expected you arrive at the site based on the time indicated in the assignment.
	This button provides you the option to reject the assignment. Once the job is rejected, it will disappear from your available jobs and you will not see it again. Only click the Reject button if you are absolutely sure that you will not want to view or accept this job later.
	This icon provides you with the school/site phone number.
	This icon will open Google Maps to provide directions to the school's location.

12. How do I obtain system training materials to learn more about Frontline?

The Frontline system is known to be a very “straight forward easy to use system”. The system provides User Guide and Training Videos on-line. Click the Help tab located on the Frontline home page to access these guides and other helpful information.

NOTE: *Wilson County Public Schools has chosen not to use some of the features provided by the Frontline system as stated in the online training materials. If you have any questions on the features in Frontline not used by WCS, contact the Substitute Staffing Coordinator by sending an email to castleberryl@wcschools.com.*