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General Information

Substitute employees are those who are assigned to replace regularly assigned employees on sick, professional or personal leave. Substitute employees may also be assigned to vacancies on a temporary basis.

Substitute employment is part-time employment. Substitute employees shall not be entitled to become members of the retirement fund or to accumulate vacation time, sick leave or other benefits that are allowed regular employees.

Substitute pay is based on education level unless you are participating in a special program. Substitutes will be paid on the experience level documented at the time of processing. Upgrades in pay based on education require that a transcript be submitted to the Substitute Department that reflects the degree status. Pay increases will be effective the day that the documentation is received in the Substitute Department. For those individuals requesting licensure pay, a valid copy of your teaching license must be submitted to the Substitute Department.

At-will employment

All Support employees are hired and employed at the will of the Director of Schools. Tenn. Code Ann. 49-2-301(b)(1)(FF)(2011 Supp.)

Unemployment Insurance

Substitute employees have reasonable assurance of continued employment with the district (Metropolitan Nashville Public Schools) when each school term resumes after a school break. By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter holidays, fall break, and spring breaks. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the district (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.)

Nothing contained herein constitutes an employment contract. Your continued employment is on an at will basis. At-will employers may terminate employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.

Retirees Working While Receiving Service Pension Funds

Substitute Employees who are currently receiving a pension check from the Metropolitan Nashville Davidson County Government, including individuals who have retired from support positions within Metropolitan Nashville Public Schools and service retirees from Metropolitan Nashville Davidson County Government jobs, **may work no more than 19.5 hours per week.** According to page 28 of the Metropolitan Government of Nashville and Davidson County *Human Resources Retirement Guide B*, If you work fewer than 20 hours per week, it will not affect your pension benefits or status for other Metro insurance benefits. You will continue to receive a pension check, and you will not earn pension credits for this part-time work. If you work 20 or more hours per week, however, you “un-retire.” Your pension will stop and you will become an active employee again. This condition applies regardless of whether you return to your old Metro department or whether you are employed by a new department.

Metropolitan Nashville Substitute Teacher with Full-time GG Employment

Section 12.05 of Article 12 of the Charter of The Metropolitan Government of Nashville and Davidson County shall be amended by deleting the provision of paragraph three and substituting the following new provisions:

“No employee in the metropolitan service may hold more than one position or employment in the metropolitan service except as follows:

- (a) School personnel between school years may be employed to work in other departments;
- (b) Certificated school personnel may be employed on a part-time basis to teach community education classes; and
- (c) Non-elected employees in the metropolitan service may be employed by the Metropolitan Board of Public Education on a part-time basis to lead, teach, or coach students in extra-curricular activities and/or to serve as substitute teachers. The civil service commission shall adopt and promulgate rules and regulations necessary for the implementation of this section.”

The role will require the substitute teacher to work a maximum of 20 days per school year.

Pay

Substitute employees are paid bi-weekly. Substitute pay is based on 7.5 hours for a full day and 3.75 for half days. However, in cases of tardiness or late assignments, substitutes will be paid hourly based on actual time worked. Your paycheck will be mailed to your home address or you may elect to have your check automatically deposited into your checking account. Automatic check deposit takes two pay cycles to institute. In the interim, your check will be mailed to your home address.

The **job number** tracks all assignments. Keep a record of the job numbers, dates and teachers for whom you work. This information will be helpful if a problem should arise regarding your

paycheck. In case there is an error, you must report it to a substitute helpdesk manager. These employees will assist you in correcting any errors.

Due to the observance of holidays, pay period dates are subject to change without prior notification.

Substitutes are not paid when school is out due to inclement weather (snow, floods, excessive heat, extreme cold, etc). Since substitute employees are only called on an as needed basis, they would not be contacted when school is not in session or students are not present.

If you are placed on the Do Not Use List at any location, you will be removed from future assignments at that particular location. Therefore, you will not receive pay for any days not worked.

Bonus Pay

Bonus pay is an incentive to encourage substitute teachers to work every available day. A substitute teacher can earn an additional \$25.00 per day if he/she works every day that there are positions to be filled. All substitute teachers, regardless of their pay status, can earn bonus pay. This is inclusive of those persons with 60 credit hours or more, persons holding degrees and persons holding a valid Tennessee teaching certificate. Substitute support employees are not eligible to receive bonus pay. Eligibility for bonus pay starts at the beginning of EACH pay period. The pay periods are listed on the payroll calendar.

The bonus is strictly based upon whether or not the classrooms are covered on any given day and is paid only for the days worked when ALL available assignments are covered during the designated pay period. Interim assignments do not guarantee bonus pay. Bonus pay is not granted in lieu of extenuating circumstances. Bonus pay will appear on your check as "Sub Incentive Pay." (Please refer to your current payroll calendar for the beginning and ending dates of payroll periods).

SmartFind Express (SFX)

Metro Nashville Public Schools uses an automated calling system SmartFind Express (SFX) to offer substitute employees assignments. All substitute employees will need a touchtone telephone to communicate with the SFX. One time registration requires a touchtone phone or cell phone. SFX is available 24 hours a day, seven days a week during the school year. Employees may call the system to review assignments that are available or wait until the call-out period for the SFX to make contact with the employee. There is an evening call-out period every night except Saturday and a morning call-out period every school day. The following procedures should be followed during the morning call-out period.

- a) Answer the phone promptly. Messages will not be left on answering machines.

- b) Be ready to go when called or calling in for an assignment.
- c) Follow the instructions from the system. If needed, refer to the substitute employee easy reference information for detailed instructions relative to the SFX automated calling system.
- d) Record the job number. Take the job number with you to the assignment.
- e) Familiarize yourself with the school locations and school schedules, especially those in your area.
- f) The Help Desk is available for emergency situations and assistance from 6:00 a.m. – 4:30 p.m. on weekdays.

Help Desk Telephone

242-0513 or 242-0517

You must have a working phone number to accept substitute assignments. If your number is disconnected or non-working, you will be blocked from accepting assignments with SFX until you can provide us with a working number.

Check-In/Out Procedures

Report to the school office and present your job number.

1. You must have a valid substitute identification badge upon arrival. Individuals without a substitute i.d. may be asked to leave and not allowed to substitute for the day.
2. You must have a job number before starting an assignment.
3. Anyone without a job number should not remain for an assignment.
4. Working without a job number will be considered volunteer work.
5. Sign in upon your arrival documenting the exact time that you arrive to the school.
6. Sign out upon your dismissal at the end of the day, documenting the exact time of your departure.

Sign in on the sign-in sheet provided in the office. Sign out at the close of every day. The sign in sheet serves as the official record for your reporting. If you fail to sign in when you arrive in the mornings and sign out in the afternoon, we have no way of verifying completion of that day's assignment and your pay will be affected.

When calling in to the substitute help desk to accept available assignments, please be prepared to give the operator your employee number or name upon request.

Canceling Assignments

If you are unable to report after accepting an assignment, it is your responsibility to cancel the assignment using the automated system. If you have difficulty cancelling the assignment, you may call the substitute help desk for assistance. Notifying the school that you are unable to report is a nice courtesy, but you will still need to cancel the assignment in SFX. Canceled assignments need to be reported as soon as possible in order to allow adequate time for another substitute to accept the position. Substitutes are not allowed to cancel an assignment in hopes of accepting another for the same day. Once you have canceled, you will be ineligible to work for that particular day.

Performance Evaluation

Evaluation forms are sent to each school. An evaluation can be done on each substitute employee after every assignment has been completed.

If a school administrator sends an unsatisfactory appraisal or reports that a substitute is a no show to an assignment, the substitute will be blocked from receiving future assignments at that location. Failure to respond to unsatisfactory appraisals or no-show reports in writing by the substitute may result in a temporary block. Depending upon the severity of the unsatisfactory report, substitutes may be blocked from taking assignments until they have met with the Director. Upon meeting, the Director of Substitute and Support Services may determine that further disciplinary action needs to be taken and proceed accordingly. One such course may include, but not be limited to; mandatory substitute participation in an online training for further classroom management and sub skills training to be taken within an allotted time frame and at a cost to the substitute.

Job Related Injuries

The Metropolitan Nashville Public Schools is a self-insured agency. The District does not participate in Worker's Compensation Insurance.

It is the responsibility of the employee to report the injury to the Principal or his/her designee and file an Occupational Injury/Illness claim form (Form 100) **within twenty-four (24) hours** of the injury. The employee must also include a detailed written description of the injury and provide all medical reports, test results and work status notes relating to the injury.

The completed and signed Occupational Injury/Illness form (Form 100) is to be faxed to the report line number listed on the claim form. All forms and information can be found on the internet, the employee portal and in the office of the school/department supervisor or secretary. DO NOT take the Form 100 to any medical facility.

All employees must take the Form 201 to every medical appointment for completion by the doctor. The employee is responsible for getting a completed copy of this form to their supervisor immediately after each medical appointment.

The Workplace Safety Office, as the Designee for the Chief Officer of Human Capital, determines if an accident is classified and allowable as Injury on duty (IOD). If an accident is denied as an IOD Injury, the employee may appeal this decision in writing within ten (10) days to the Director of Employee Relations. If the decision to deny the claim is upheld, the employee may appeal in writing within ten (10) days to the Chief Officer of Human Capital.

Our third party administrator, Alternative Services Concepts, is responsible for any concerns or issues pertaining to medical treatment, referrals for medical treatment and for paying your medical and pharmacy charges. They also will assign case management when necessary.

Employees who have Metro insurance (BCBST or CIGNA) may be treated by their own physician if they are listed within the following: (BSBST PPO directory-support; CIGNA directory-Certificated). Cost will be paid 100%. If the employee does not have Metro Insurance, they must receive all necessary treatments through the IOD network. Costs will be paid 100%. It is illegal to use a spouse's insurance to cover an injury on duty.

Should there be any out-of-pocket expenses related to an approved injury you may complete a reimbursement form and submit the request to the IOD adjuster for payment approval.

ALL NECESSARY FORMS ARE LOCATED ON THE INTERNET, EMPLOYEE PORTAL AND IN THE SCHOOL/DEPARTMENT OFFICE.

Medical and Related Issues

Substitute employees having surgery are required to notify the Substitute Department before the surgery. A doctor's statement must be sent to the Substitute Department releasing the substitute employee to regular work without restrictions prior to returning to work.

As soon as an employee is aware of pregnancy, it is the employee's responsibility to give written notice to the Substitute Department stating the estimated date of delivery and the last date she will be off work. The substitute employee is eligible to return to work after the Substitute Department receives a written statement from the physician releasing the employee to work without restrictions.

Alcohol and Drug-Free Workplace Policy

It is the policy of Metropolitan Nashville Public Schools to maintain a workplace that is free from the effects of drug and alcohol abuse.

- A. It is prohibited for any employee to use or possess illegal controlled substances on or off duty.
- B. It is prohibited for any employee to use legal drugs in a manner which might interfere with the employee's performance of duties.
- C. Any employee found in violation of these provisions may be subject to disciplinary actions.
- D. Employees will be subject to testing for alcohol and controlled substances according to the specific techniques and procedures described in this policy.
- E. Employees must notify the Executive Director of Employee Relations of any criminal drug statute conviction occurring in the workplace within five workdays after the conviction.
- F. Employees must report all arrests as provided in policy HR 5.132, Reporting Arrests.

“Workplace” is defined to mean the site for the performance of work done. That includes any school building or any school premise; any school-owned vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district.

Reporting Arrest or Criminal Citations

As a condition of employment, each employee shall notify his/her supervisor of any arrest, charge or conviction of a misdemeanor or felony. Such notification shall be provided no later than **24 hour time period (or next work day)** after such arrest, charge or conviction. If the department head cannot be reached within the specified time frame, an employee must make the report immediately the next workday. As a condition of employment, each employee shall abide by the terms of the school district policy respecting an alcohol and drug-free workplace. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with school district regulations and procedures. All notifications of arrest or criminal citations need to be submitted in writing.

Smoking Policy

a) Statement of Purpose

To protect the health of Metropolitan Board of Public Education employees and students by recognizing that smoke-free air shall be a priority.

b) Policy

The Metropolitan Nashville Board of Public Education recognizes that smoking represents a health and safety hazard which has serious consequences for the smoker and nonsmoker. The Board also recognizes that all staff members should serve as positive role models for our students. In order to protect students, staff, visitors, and guests of the schools from an environment that may be harmful to them, the Board of Public Education prohibits smoking by all staff, students, visitors, and guests on all school property, in all school buildings, and in all school vehicles (including schools, offices, warehouses and other facilities, as well as vehicles owned by the Board).

For the purpose of this policy, “Smoking” will mean all uses of tobacco (including all “smokeless” and chewing tobacco products), cigars, cigarettes, and pipes.

Sexual Harassment Policy

The Metropolitan Nashville Board of Public Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment and sexual harassment. It is the policy of this school system to maintain a learning and working environment that is free from harassment of any type. The school system prohibits any form of sexual harassment and harassment based upon age, religion, marital status, creed, disability or race/national origin.

It shall be a violation of this policy for any student or employee of this school system to harass a student or an employee through conduct or communication in any form as defined in this policy. Infractions of this policy shall be punished as provided herein.

Harassment is a form of discrimination. Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, disability, national origin, and race.

Defining Harassment

Sexual harassment is a form of sex discrimination and consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when:

- A. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an employee’s job, pay, or career; or
- B. Submission to or rejection of such conduct by an employee is used as a basis for career or employment decisions affecting that employee; or

- C. Such conduct interferes with an employee's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment can include, but is not limited to: sexual advances; verbal harassment or abuse; subtle pressure for sexual activity; touching of a sexual nature including inappropriate patting or pinching; intentional brushing against another person's body; demands for sexual favors; graffiti, posters, cartoons, caricatures, and jokes of a sexual nature; playing sexually explicit audio/video tapes; sex-oriented verbal kidding or abuse, and spreading rumors about or rating another person's sexual activity or performance.

Harassment on the basis of age, religion, marital status, creed, disability, or race/national origin is a form of discrimination and consists of conduct or communication, submission to or rejection of which; is made either explicitly or implicitly a term or condition of an employee's job, pay, or career; is used as a basis for career or employment decisions affecting that employee, or creates an intimidating, hostile, or offensive environment.

Reporting Harassments

Any employee who believes that he/she is the victim of harassment or who witnesses harassment should report the harassment. Employees may report harassment to any one or all of the following:

- A. The employee's supervisor;
- B. The supervisor of the offending person;
- C. The principal of the employee's school or the head of the employee's department;
- D. The Personnel Department, and/or;
- E. The Title IX Coordinator.

Procedures

Procedures for reporting harassment in the workplace are governed by HRp 5.109-Procedures for Reporting Employee Harassment.

Retaliation

Retaliation of any kind against an employee who, in good faith, reports a claim of harassment will not be tolerated. Any employee found to have engaged in retaliation will be promptly and appropriately disciplined. Disciplinary action may be taken up to and including dismissal.

Notice

A copy of the foregoing policy will be published on the MNPS website and shall be included in the Code of Student Conduct. It will also be posted in the School District's administrative offices and in a conspicuous place in each school building. Postings of the policy shall include the name, address, and telephone number of the Title IX Coordinator. Questions concerning the interpretation of this policy should be directed to the Title IX Coordinator.

Student Harassment Policy

A Student Harassment Policy, which outlines the procedures by which students complaints of harassment shall be reported and investigated, is located in the Standard Policy Manual, SP 6.110- Bullying, Harassment, and Intimidation.

References/Authority

HRp 5.109- Procedures for Reporting Employee Harassment

Law Prohibiting Weapons on School Property

The Tennessee code Annotated title 39-17-1309, Chapter 11, as amended by the State legislature, prohibits and makes it unlawful for any person to possess or carry, whether openly or concealed, any weapon in any public school building, bus, campus, ground, etc. **Such violation is a felony.**

Personal Data

All substitute employees must keep their address, telephone number and any other pertinent data current with the Human Capital Department at all times. The appropriate form for name, address and telephone change may be secured through schools, departments, Human Resources and the Substitute Department. You may also update personal data via email or fax to the appropriate office.

Employee Discipline

An employee of the District shall not engage in any conduct of behavior, activity or association, which discredits the employee and/or District. Each employee is expected to exhibit behavior both on and off the job, which reflects credit on both the employee and the District.

It shall be the duty of each employee to maintain high standards of cooperation, efficiency, and economy in his/her work. Department heads or supervisors shall organize and direct the work of their units to achieve the objectives. When work habits, attitude, production, or personal conduct of an employee fall below desirable standard, supervisors should point out, when possible, the deficiency at the time it is observed.

A. Grounds for Disciplinary Action:

An employee may be disciplined for the following conduct:

1. Neglect of duty
2. Failure to perform his/her duties
3. Inefficiency in the performance of his/her duties
4. Insubordination
5. Excessive/habitual absenteeism
6. Excessive/habitual tardiness
7. Absence without notification or approval for leave
8. Use and/or possession of illegal drugs or being under the influence of illegal drugs at any time
9. Use and /or possession of alcohol while on duty or being under the influence of alcohol while on duty
10. Positive test result from alcohol/drug test
11. Stealing property of the District, employees of the Board, Students, or visitors on school property
12. The possession or carrying, whether openly or concealed, any weapon on any school property, real or personal
13. Solicitation, under color of office
14. Violation of any of the policies of the District, provisions set forth in the **Handbook for Substitute Teachers**, and any other applicable rules
15. Neglect of or failure to follow a lawful and reasonable order given by supervisor
16. Conduct unbecoming an employee of the District
17. Being convicted of a felony while in the employ of the District
18. Being convicted of a misdemeanor involving illegal substances
19. Any act of oppression or tyranny
20. Incompetence
21. Discourteous treatment of the public
22. Dishonesty
23. Giving false information on employment application or on application for promotional positions
24. Inability to perform essential job duties with or without reasonable accommodation, unless the injury
25. Improperly influencing the judgment of the Board of Public Education, or any member thereof, with reference to any issues pending before said Board. This in no way restricts the right of an employee to appear before the Board of Public Education at a regularly called meeting to exercise any right secured to him/her by United States Constitution of the Tennessee Constitution
26. Neglect or failure of any department head or employee to properly and/or promptly make all reports and furnish all information to authorized persons
27. Violation of any provision of the Metropolitan Charter of any written Executive or Administrative Order
28. Damage to, or loss of, Metropolitan Government property caused by negligent acts by the employee

- 29. Disclosing confidential information to unauthorized persons
- 30. Participation in strikes, work slowdowns, boycotts, sit-in, picketing for the purpose of preventing others from coming to work, or other similar job actions
- 31. Job abandonment (failure to report for work and/or failure to contact the Substitute department)
- 32. Mental or physical abuse of a student
- 33. Other good and sufficient cause

APPENDIX A

Nutrition Service Substitutes

Qualifications

Nutrition service substitutes are required to complete a nutrition service orientation and adhere to the following dress code while working in the school cafeteria:

- a) A neat, clean white uniform should be worn (pantsuit or dress is acceptable).
- b) A hairnet that covers the entire head must be worn at all times
- c) Comfortable, walking shoes are recommended. (Close toes shoes only. No cloth tennis shoes or sandals).

Principals and/or cafeteria managers have the responsibility to send an employee home for the day without pay that does not adhere to the above regulations.

APPENDIX B

Support Substitutes

Substitute support positions are those positions that are to replace regularly assigned educational assistants, clerical and nutritional services.

Qualifications

- a) All substitute support must submit a high school diploma or GED scores.
- b) Proficiency in reading, writing and speaking the English language.

APPENDIX C

Substitute Teachers

Substitute teachers are those teachers who are employed to replace regularly assigned teachers who are on sick, professional or personal leave. Substitute teachers may also be assigned to temporary vacancies until a certified teacher can be employed. While on an assignment, substitute teachers are the “teacher of record” and should follow the same policies and procedures that are established for regular teachers.

Conditions of Employment

Requirements

All substitute teachers must have at least 60 semester credit hours or 90 quarter hours of college course work. All substitute teacher applicants must satisfactorily complete the online training course provided by [www. STEDI.org](http://www.STEDI.org). Substitute teachers are generally not allowed to teach more than twenty (20) consecutive teaching days without a valid Tennessee teaching certificate.

Selection

Substitute teachers will be offered work on a daily basis as needed by the automated substitute employee management system.

Substitute teachers for special education and federally funded projects will be provided according to state and federal regulations and budgetary authority.

Assignments

Assignments to classrooms where a family member is in attendance should be refused.

Regular teachers must cancel the job in the computer system and notify their principals of intent to return to duty on the afternoon of the school day preceding their return or as early as possible the next morning, preferably no later than an hour before the school start time. **In the event that the teacher returns to work without notifying the computer system and the substitute**

reports to work also, the teacher loses the assigned time for the day. If the principal insists under such circumstances that the regular teacher remain, the principal will pay the substitute from local funds at the prevailing rate of pay and status.

Report to the principal's office at least fifteen, and preferably thirty minutes before school opens. The same condition applies to the end of the school day. Substitutes are to remain fifteen minutes after the school closing time or until the last student in their care is dismissed, whichever occurs last. In the event of a late assignment the substitute teacher has one hour from the time the assignment was accepted to report to the location. Make certain you have a job number. If questioned, anyone without a job number cannot remain for an assignment.

Sign-in sheets should be available at each school location. Record your name as it appears on your Social Security Card. Also record the job number, your employee number, the name of the regular teacher for whom service is to be performed and the date and time of arrival. At the end of the day, your departure time must also be recorded.

Before leaving the office to start your day, ask for the teacher's substitute folder, schedule, and extra responsibilities. Determine whether the school schedule will operate normally. Read the notices on the office bulletin board. Check the teacher's mailbox for bulletins, messages or announcements. **Leave all personal mail in the box.**

Do not leave school premises for any reason without prior notification to the school administrator and receipt of their permission. This includes leaving for lunch or during teacher planning. As a substitute teacher, you are not entitled to receive a planning period. The principal may elect to have you work in other areas during your planning and as a substitute employee you must comply. Failure to do so will be considered insubordination and grounds for termination.

Substitutes are expected to remain on assignment for the entire day. This includes those who accept pre-K assignments. Early dismissal of pre-K students does not give substitutes the right to vacate the assignment. Report to the office and offer to assist until the end of the school day. Substitutes are expected to work 7.5 hours if the assignment is for a full day and 3.75 hours if it is for a half day. Below is a breakdown of the half day mark for assignments based upon grade level:

Elementary	11:30 a.m.
Middle	12:25 p.m.
High	10:35 a.m.
Magnet	11:15 a.m.
Extended Day	12:00 p.m.

**** Please note that these times are estimates. Check SFX and your school schedule for correct start and end times of any and all assignments that you accept. ****

Be certain to use plans when they are available. Keep a file of emergency activities that may be used when lesson plans are not available. This file will also be useful to fill the extra minutes that may occur.

Spend the entire time working with and for the students. Maintaining order alone is not sufficient. **The substitute teacher is expected to carry out the work of the regular teacher. No personal work of any kind should be done.**

Be certain that the classroom is left in good order. Make sure that you use the last five minutes of the day or class period for collecting materials and organizing for the next day. Have students help pick up litter from the floor. Leave the teacher's desk in good order.

Remain in the classroom until all students have been dismissed. On occasion other duties will need to be completed. Do not leave the building before the scheduled closing time for teachers. A principal has the right to expect both regular and substitute teachers to be on duty.

Written work assigned by the substitute teacher should be corrected and left for the regular teacher. Return supplies, equipment, and other items that have been borrowed to their proper places. **It is mandatory to complete the Substitute Teacher's Report. Leave the Substitute Teacher Report, keys and record books in the principal's office.**

Classroom Management

Control of the classroom is of primary importance. The suggestions that appear below can help you and your students have a pleasant and worthwhile experience.

1. If there is time before the class arrives, review the day's schedule and become familiar with related activities. Standing by the door and greeting students as they enter the room is often helpful. When the class has arrived, introduce yourself and write your name on the board.
2. The use of students' names often prevents problems. If a seating chart is available, use it.

Discipline

Substitute teachers are the "teacher of record" and should follow the same policies and procedures that are established for regular teachers. Board of Public Education Policy regarding discipline procedures states the following:

"A teacher may dismiss by referring to the principal or his designee a pupil from his class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student unacceptable. In such cases, the teacher will immediately furnish the principal or his designee with knowledge

of the dismissal and, as soon as possible, but not later than the conclusion of that school day, the full particulars of the incident. The teacher shall readmit the pupil upon the written authorization of the principal or his designee.”

Board policy further states:

“Teachers are expected to exert their best efforts and professional judgment to maintain discipline in the school. If fights involving students do occur on school property, a teacher is expected to do what any reasonable person would do under the circumstances. If circumstances warrant and permit, a teacher may use physical restraint to stop the fight. If the teacher is unable to stop the fight, assistance should be requested immediately.”

Remember that no disciplinary action can be taken that will jeopardize the health and/or safety of students or that will be a personal liability to the substitute.

1. Do not administer corporal punishment.
2. Do not strike students with open or closed hand, push, and shake or do anything that may be interpreted as physical assault.
3. Do not put students in any area where they cannot be supervised at all times.
4. Do not cause students to miss lunch.

If disciplinary problems arise which you are unable to manage, the principal or other building administrator assigned to discipline should be contacted immediately for assistance. **Never leave students unsupervised.**

General Regulations - Students

Students who have been absent with a contagious disease are not to be readmitted to a classroom without permission from the principal’s office.

No outside agency or person, including the parent, is to question or interview a student except in the presence of the principal of the school. It is the duty of all professional personnel (including substitute teachers) to see that this right of the student is not violated.

Students are not excused to leave school under any circumstances without prior approval from the principal’s office. Students who appear to be ill should be sent to the office immediately, accompanied by another student if necessary. Accidents that involve any of the students that are under your supervision must be reported to the principal immediately.

Students may not be kept after school without the permission of the principal. Parents must be informed and must approve such action before it is taken. No student who rides the school bus is to be detained.

No communication may be made with parents without prior permission from the principal.

Permission from the principal is necessary before field trips are planned.

Students are to be supervised at all times.

General Regulations – Substitute Employees

It is not permissible for substitute employees to leave the building to which assignment has been made during planning or lunch periods. If an emergency arises, consult the principal.

Substitute teachers are legally responsible for students, equipment and materials on all assignments. Permission should be obtained from the principal's office before computers, copiers, or other equipment are used.

Substitute teachers are expected to remain on duty in classrooms when student teachers are responsible for instruction. It is further expected that the substitute will assist the student teacher.

A principal has the right to refuse to allow visitors to interrupt classrooms. Therefore, it is best to discourage visitors from coming to visit during the school day.

All lunches are to be paid for at the time of purchase.

Substitute teachers do not administer prescription medication to students. Notify the office and allow office personnel to get and administer medication.

Some Policy Matters

The following excerpts are from the Board of Public Education policy to ALL teachers (including substitute teachers) in the Metropolitan Public Schools. These items should be observed without exception.

- Be a loyal and cooperative member of the school's faculty;
- Use textbooks, courses of study, and other instructional materials that have been approved by the Board of Public Education;
- Observe all rules and regulations made by the Board of Public Education;
- Refrain from introducing religious and/or political views into the school setting;
- Accompany students from the building to the designated area during fire drills;
- Refrain from advertising or announcing public meetings or entertainment except as authorized by the Board of Public Education through the principal;

- Refrain from speaking profanity while in the classroom or in the presence of students; and
- Refrain from discussing controversial topics except as approved for course study (i.e., sex education, drugs, etc.).

A Word of Caution

Remember, you are a professional. In general, if you dress professionally, you will be treated as a professional. Ties for men are encouraged.

Maintain a professional attitude toward your work. Substitute teachers are expected to observe the same ethical codes as regular teachers.

You are especially cautioned about the following:

- Do not criticize the teacher for whom you are substituting;
- Do not find fault with the schools in which you work and discuss these with other people. Never make uncomplimentary comparisons of schools;
- Do not discuss the grades of children you teach except when it may be complimentary or when you are seeking professional assistance;
- Keep all information about pupils in confidence and never give a list of pupils to anyone except the school principal;
- A friendly, cheerful and cooperative attitude toward both the building personnel and students will help to start the assignment in a positive manner. Your attitude will have a great deal to do with your acceptance by the faculty and by the students;
- Do not use cell phones or classroom phones during instructional time;
- Do not take pictures of any students using any type of camera, this includes camera phones;
- Do not show movies or videos that have not been pre-approved by the administration;
- Keep a picture i.d. on your person at all times; preferably your substitute identification badge;

- Do not exchange or share personal information (phone numbers, addresses, email addresses, Facebook data, Myspace data, etc.) with students for any reason; and
- Do not bring family members with you or invite them to visit you while you are on assignment.
- Walking off an assignment before concluding the day will be considered as insubordination and grounds for termination.