

# Graham County Schools

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## Substitute Teaching Guidelines



**Graham County Schools**

**52 Moose Branch Rd**

**Robbinsville, NC 28771**

**828-479-9820**



We are so glad that you have decided to partner with Graham County Schools in providing a quality education for our students. Substitute Teachers play an important role within Graham County Schools and we would find it hard to be able to complete our role without the help of dedicated individuals like you. Many of our employees began their employment with Graham County Schools as a substitute. Several more of you have already dedicated many years as a teacher or school employee and are still giving to the children of Graham County by serving in this very important capacity. Whatever your situation is, we want to thank you and appreciate your dedication.

The substitute teacher program is an important part of the school organization. Graham County Schools expects that the substitute teacher, while serving as the regular teacher's replacement, will continue the program of education normally provided for students, accepting all the duties and responsibilities of the position to which he or she is assigned. Duties will vary depending upon the school to which the substitute teacher is called to serve.

The purpose of this handbook is to provide you with important information about the requirements, policies, and procedures necessary to maintain the highest possible standards of service to our students. Please keep a copy of this information for future reference. A copy of this handbook may be accessed online on the Graham County Schools webpage.

Again, Thank You for being a Graham County Schools Partner.

Angela Knight, Superintendent

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# Code Of Ethics



## Commitment to Students:

- ~ Protect students from situations of harm at all times
- ~ Protect students from situations that may hinder learning.
- ~ Maintain appropriate relationships with students at all times, and in all settings.
- ~ Make sure there are no instances where your contact with a student can be questioned as one that is inappropriate.
- ~ Treat all students with respect.
- ~ Do Not embarrass or humiliate students.
- ~ Maintain confidentiality concerning medication of students, home issues that you may be aware of, student behavior, and student's grades.
- ~ Do not disclose and / or discuss with others, any information that you find out about a student or his family while substituting in a teacher's classroom.
- ~ Maintain confidentiality at all levels unless it is information that you deem harmful to a student's health and well-being. In such instances, contact the school's administration.
- ~ Do not go through teachers personal belongings (filing cabinets, desk drawers, etc) unless it is necessary or instructions have been left to do so.

## Commitment to the School and School System:

- ~ Provide a classroom environment that is conducive to learning.
- ~ Be on-time and **follow out lesson plans left by the teacher.**
- ~ Do not abandon contracted professional duties without a good reason and proper (face to face) notification to administration.
- ~ If you are unable to substitute on a designated day that you are scheduled, contact the school system immediately upon knowing.
- ~ Follow instructions expectations for dismissal

## Appropriate Attire:

- ~ Dress for Success! Jeans are inappropriate attire unless authorized by school administration for "special " days and on Fridays.
- ~ Clothing that is inappropriate for students, is also inappropriate for substitutes.
- ~ Do not over dress or under dress while substituting.

## Length Of The School Day for substitutes:

- ~ All subs must Sign-in at the Office
- ~ The Substitute's day starts when teachers arrive, and ends at the time faculty is designated to leave
- ~ Different Schools have different ending times. If you have questions about the length of the school day at a particular school, check with the school secretary or administrators rto be sure. Be sure you have the approval of the principal if you need to leave the school campus, or leave a the end of the day.
- ~ Subs work full or half days.
- ~ Early Release Days: Please see the school secretary or administrator for specific instructions.

### **Principal Assignments:**

- ~ It is at the principal's discretion to assign substitutes to classes as needed.
- ~ If you are needed to cover a class during a free period, you are required to do so if asked by the school's administration/designee.
- ~ Substitutes are not entitled to a free or planning period.
- ~ Be Flexible – If you refuse to help out as needed while substituting, a principal may ask you to leave, or ask that your name be removed from the substitute list for that school.

### **Attendance:**

- ~ Be on Time
- ~ Arrive a few minutes before the students so you will have time to review lesson plans and classroom procedures.
- ~ Sign in at the office upon arriving so the secretary will know you are on the school campus.
- ~ If you find you can't substitute on a job you have accepted, hnotify the school immediately so they will have time to find coverage for the class until another substitute arrives.

### **Discipline:**

- ~ Be fair and consistent with discipline.
- ~ Do not threaten students.
- ~ Inappropriate remarks and language could result substitute's name being removed from the substitute list.
- ~ There are times when students may misbehave a little when they have a substitute. Every misbehavior does n ot warrant an office referral. Be flexible; refer major discipline issues to the office. If you send an older student to the office, call the office and let them know the student is on the way. Younger students need to be escorted, call the office if you need someone to come walk them to the office. You may want to check with the Administration at each school to see what their preference is for sending students to the office.
- ~ Do not punish the entire class because of an incident, or the misbehavior of one student.

### **Classroom Rules and Procedures:**

- ~ Follow lessons plans, classroom rules and procedures left by the teacher.

- ~ If you have questions or concerns about procedures, check with a designated student helper, team, grade level teacher, or the office.
- ~ Do not permit students to do things they are not allowed to do when the teacher is present.
- ~ Students may indicate that they are allowed to do certain things, or that the teacher won't mind if they do certain things. If the teacher did not leave such information in her procedures, it is probably not a general practice in that classroom.
- ~ Remember, you are the "teacher" for the day. You are not there to be a buddy or friend to the students. Do not get caught up in the student drama or gossip.
- ~ Start your day in an orderly manner with students.
- ~ Avoid "lag or down time". Down time breeds inappropriate behavior. Plan for the unexpected. Reading is always appropriate when you find you have extra time.
- ~ Subs must refrain from using cell phones (i.e. texting, playing games, etc.) during instructional time.

**Professional Commitment and Courtesy Issues:**

- ~ We are all unique individuals. We should all be treated with respect at all times.
- ~ Please refrain from verbally comparing students, administrators, teachers and schools as you substitute.
- ~ Remember, we all have opinions. Negative opinions that are verbalized have a tendency to hurt individuals and schools. Be a cheerleader for Graham County Schools. **BE POSITIVE!!!**

# School Specific Information

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## **Robbinsville Elementary School**

- ~ Check in at the office and get keys for the day
- ~ Sub hours are the same as teacher hours
- ~ Follow teacher instructions for the day
- ~ Follow the teacher and grade level discipline plan, as well as, the knight's code
- ~ Check phone messages before leaving for the Bus line or pick-up line.
- ~ If for some reason you must leave during the school hours, you must check with the office.
- ~ Always check with the grade level team for daily duties.

## **Robbinsville Middle School**

- ~ Check in at the office upon arrival
- ~ As you check – in Ask about duties.
- ~ Follow the lesson plans left by the teacher.

## **Robbinsville High School**

- ~ Call the Office with any absences
- ~ Don't let students leave the room unless it is absolutely necessary.
- ~ As a Substitute you will have Lunch Duty.
- ~ If the teacher you are substituting for has fourth block planning, check by the office to see if the principal needs to assign you somewhere else or if you are dismissed to leave for the day.

# Dress Code

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Substitutes will be expected to follow the same dress code as all Graham County School Employees.

## Belief Statement:

During the instructional day, teachers and support personnel of Graham County Schools are responsible for projecting a professional image that sets positive dress and grooming examples for students. The faculty dress code needs to be more professional than the student dress code.

Casual Business attire shall be worn by all school employees Monday-Thursday with the exception of physical education teachers, coaches, child nutrition, maintenance/janitorial staff.

Casual dress may be worn on Fridays and other days deemed appropriate by school principal.

## RECOMMENDATIONS:

INAPPROPRIATE - The following list of items were deemed inappropriate for most school personnel:

- Blue Jeans-Ripped, cutoff, holes, tight
- Shorts- athletic, jean, non-dressy, shorter length
- Spandex- in any form
- Pants worn below the waist
- Pajama pants, slouch pants, athletic pants, jogging pants
- Leggings without appropriate length of top- does not cover private body areas,
- Shirts- spandex, halters, tank tops (unless less worn under appropriate shirt), spaghetti straps,  
Old faded t-shirts, holey t-shirts, low cut shirts of any kind
- No undergarments showing
- Skirts/dress- shorter than the mid-thigh
- General- inappropriate advertisements
- Showing of cleavage, stomach or derriere

\*Some of the items listed above are appropriate on designated days and field trips i.e. shorts are acceptable for coaches on athletic event days, prior to the event or tshirts might be appropriate for chaperoning a field trip.

## BEST PRACTICES- (Monday –Thursday)

### Men-

- Pants - dress pants, slacks, khakis
- Shirts – collared, button up, sweaters, turtlenecks, collarless dress shirts, pullovers,
- Polos,
- Shoes- comfortable, business or casual

### WOMEN-

- Pants- dress pants, khakis, cotton dress pants, capris, knee-length dress shorts

Leggings- tasteful, worn with appropriate top that comes to at least mid-thigh, never to be worn solely as pants, all private body parts respectfully covered, no spandex  
Dresses/skirts- at least to mid-thigh and longer, all private parts respectfully covered  
Shirts- blouses, sweaters, turtlenecks, collared and non-collared dress shirts, tasteful shirts worn underneath other clothes  
Shoes- comfortable, business or casual

EVERYONE: BLUE JEANS- nice jeans worn occasionally throughout the week and allowable on Fridays, NOT TO BE WORN EVERYDAY.

CASUAL FRIDAY- Appropriate jeans and appropriate school t-shirt or casual clothes that are comfortable, yet tastefully chosen.

WORKDAYS- Casual dress.