

Haywood County Schools Substitute Teacher Handbook



Haywood County Schools Board of Education

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Exceptional Children Director/Psychological Services
Child Nutrition Director
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Maintenance Director
Secondary Supervisor
Dropout Prevention
Finance Officer
Transportation Director/Driver Education
Athletic Director/Facility Use/Policies/Safe Schools
Computer Operations/Technology/Textbooks
Finance Officer

Human Resource Office

Jason Heinz
Human Resource Director
828.456.2400 Ext. 2114
Email: jheinz@haywood.k12.nc.us

Elaine Clinard
Human Resource Assistant
828.456.2400 Ext. 2102
Email: eclinard@haywood.k12.nc.us

Cindy Simson
Human Resource Assistant
Licensure/Insurance Specialist
828.456.2400 Ext. 2111
Email: csimson@haywood.k12.nc.us

Julie Davis
Human Resource Assistant
828.456.2400 Ext. 2116
Email: jadavis@haywood.k12.nc.us

HAYWOOD COUNTY SCHOOLS

1. Bethel Elementary (K-5)
4700 Old River Road
Canton, NC 28716
646-3448 FAX 646-3470
Kim Shipman, Principal
2. Bethel Middle School (6-8)
630 Sonoma Road
Waynesville, NC 28786
646-3442 FAX 646-6259
Shawn Parris, Principal
3. Canton Middle School (6-8)
60 Penland Street
Canton, NC 28716
646-3467 FAX 648-9558
Todd Barbee, Principal
4. Central Elementary (K-5)
62 Joy Lane
Waynesville, NC 28786
456-2405 FAX 456-2453
Wendy Rogers, Principal
5. Central Haywood High School (9-12)
3215 Broad Street
Clyde, NC 28721
627-9944 FAX 627-8935
Jeff Haney, Principal
6. Clyde Elementary (K-5)
4182 Old Clyde Road
Clyde, NC 28721
627-2206 FAX 627-1471
Clint Conner, Principal
7. Riverbend Elementary (K-5)
71 Learning Lane
Clyde, NC 28721
627-6565 FAX 627-3269
Jill Chambers, Principal
8. Haywood Early College
185 Freedlander Drive
Clyde, NC 28721
(828) 565-4000
Doris Greene, Principal
9. Hazelwood Elementary (K-5)
1111 Plott Creek
Waynesville, NC 28786
456-2406 FAX 456-5436
Susan Savage, Principal
10. Jonathan Valley Elementary (6-8)
410 Hall Drive
Waynesville, NC 28785
926-3207 FAX 926-2678
Heather Hollingsworth, Principal
11. Junaluska Elementary (K-5)
2238 Asheville Hwy.
Waynesville, NC 28786
456-2407 FAX 456-2446
Sherri Arrington, Principal
12. Meadowbrook Elementary (K-5)
85 Morningstar Lane
Canton, NC 28716
646-3445 FAX 648-8506
Stephanie Goodwin, Principal
13. North Canton Elementary (K-5)
60 Thompson Street
Canton, NC 28716
646-3444 FAX 648-6668
Belinda Trantham, Principal
14. Pisgah High School (9-12)
1 Black Bear Lane
Canton, NC 28716
646-3440 FAX 648-8618
Greg Bailey, Principal
15. Tuscola High School (9-12)
564 Tuscola School Road
Waynesville, NC 28786
456-2408 FAX 456-2434
Travis Collins, Principal
16. Waynesville Middle School (6-8)
495 Brown Avenue
Waynesville, NC 28786
456-2403 FAX 456-7905
Trevor Putnam, Principal

Inclement Weather

***When schools are closed due to bad weather, the substitute DOES NOT report to school**

During extremely bad weather, it sometimes becomes necessary for a decision to be made concerning the opening of schools (or closing, should they be in session). At such a time, school officials are keenly alert to the situation and, working in cooperation with the highway patrol, sheriff's department, weather bureau, state highway department, and local transportation personnel, give this problem their undivided attention. When a decision is made in the early morning that schools will not open for the day, it must be relayed quickly to all students and parents. In order to accomplish this task efficiently and with maximum coverage, school officials, the Board of Education, and school system administrators are asking all students and parents to cooperate by following the suggestions listed below.

1. Listen to one of the following radio or TV stations in the early mornings or late nights for the decisions on school openings/closings:

WLOS Asheville
WSPA Spartanburg
WYFF Greenville
FOX Greenville

Radio stations:
KISS, WQNS, WXNQ, WWNC, WPEK
WMXF, WPTL, WMIT, WCQS

Visit the Haywood County Schools Internet Web Page at www.haywood.k12.nc.us to check for school operating information or call 456-2441 ext. 2177 for English or 2178 for Spanish.

2. When possible and if weather and road conditions indicate, school officials will announce school opening or closing on the evening prior to the next school day.
 - a. Whether an announcement concerning the opening or closing of schools is or is not made on the evening prior to the next school day, or when a county-wide pedawn check of weather and road conditions dictate it, an announcement of the opening or closing of schools will be made beginning at about 6:00 a.m., or as soon as conditions are known.
 - b. The absence of any announcement before 7:00 a.m. means that the schools will open as usual.**
3. School officials need uninterrupted telephone service in order to maintain necessary communication with other officials and agencies. If you and hundreds of others attempt to call in one of these emergencies, vital communications are delayed.
4. School personnel, parents, and students are encouraged to refrain from telephoning school officials, central office, and radio stations. If no radio or TV set is available, keep in touch with a neighbor by telephone. Remember that school officials are primarily concerned with the safety and welfare of children when a decision is necessary on opening or closing schools.



Haywood County Schools

*1230 North Main Street
Waynesville, NC 28786*

828 456 2400

Anne G. Garrett, Ed., D.

Superintendent



Winter Weather Closings and Delays – 2014-15 School Year

When weather causes a change in school schedules, local media are notified by 5:45 a.m. so announcements may be made as soon as reasonably possible. We use a rapid notification system to contact parents and staff. Please make sure you notify the appropriate person at school if you are a new employee or if your contact information has changed. Staff, students and parents are encouraged to follow Haywood County Schools on Facebook or Twitter or check other reliable sources to receive up-to-date information. When it is necessary to change the school schedule, one of five announcements will be made.

1. **School Closed – Optional Workday** – Schools will be closed for students. However, faculty and staff have the option of reporting to work or taking accumulated annual leave.
2. **School Closed – Annual Leave Day** – Schools will be closed for students. Ten month employees will have an annual leave day deducted from their allotment and should not report to work. Eleven and twelve month employees may use annual leave or report to work.
3. **Closed (No Day)** – Schools will be closed for students and all staff. Staff may **only** work with the **prior** approval of the Superintendent, Associate Superintendent, Principal or appropriate system-level administrator. This day is rarely used. However, it may be used when annual leave days and workdays have been exhausted or are nearly exhausted. It may also be used in situations in which the weather is extremely dangerous and the school district believes employees risk injury if they attempt to report to work.
4. **Two-Hour Delay** – Buses will operate two hours later than their regular schedule for morning bus runs. Buses will not run on icy roads. In the afternoon, buses will operate their normal time and route schedules to the extent roads can be safely traveled. When there is a two-hour delay, buildings will be opened on the normal operating schedule so working parents may take children to school. Students arriving early should report to their first class or the school's designated area. Regular class schedules will begin two hours later than the normal schedule. Faculty and staff should report to work on the normal schedule.
5. **Three-Hour Delay** – Buses will operate three hours later than their regular schedule for morning bus runs. Buses will not run on icy roads. In the afternoon, buses will operate their normal time and route schedules to the extent roads can be safely traveled. When there is a three-hour delay, buildings will be opened on the normal operating schedule so working parents may take children to school. Students arriving at the normal time should report to their first class or the school's designated area. Regular class schedules will begin three hours later than the normal schedule. Faculty and staff should report to work on the normal schedule.

Haywood County Schools

Substitute Teacher Regulations/Guidelines

The following are guidelines and regulations which are to be followed in adhering to the substitute policy of Haywood County Schools.

- I. System-Level Responsibilities
 - A. Applications for substitute teacher will be accepted and maintained by the office of the Human resource Director in the Board of Education Office.
 - B. An orientation session (6 contact hours) will be conducted by system-level staff, principals, and teachers.
 - C. A public notice of the substitute teacher orientation opportunity will be advertised on the website and local media.
 - D. A list of people who have attended the orientation session and completed all paperwork will be submitted to the Board of Education for approval.
 - E. The approved master substitute teacher list will be furnished to each school
 - F. When available, long-term (4 weeks or more) substitutes must be certified and highly qualified in the particular field in which they will work.
 - G. Master and School Substitute lists will note areas in which a substitute is qualified or willing to work.
- II. School-Level Responsibilities
 - A. The principal of each school has the responsibility for the selection of substitutes from the approved master list.
 1. The principal should develop a master list for the school from the system-level master list.
 2. If a non-qualified substitute teacher (i.e. not on a master substitute teacher list) is used, the school will be responsible for paying the substitute.

3. In the event that a principal should delegate the calling of substitutes to individual teachers, those substitutes who are called must be approved in advance by the principal.
4. The individual teacher should notify the principal of the intended absence.
5. If possible, substitute teachers are to be notified in advance.
6. The teacher will provide each substitute with information about the school, such as, teacher and student handbooks, master schedules, and other pertinent information as found in the teacher's "Substitute" file/folder.

III. Substitute Responsibilities

- A. Applicants for the position of substitute teacher must file an application with the Human Resource Director in the Board of Education Office. Applicants must hold, at a minimum, a high school diploma.
- B. Applicants must attend 6 hours of orientation.
- C. Substitute teacher have the responsibility to continue the instructional program of the regular classroom teacher.
- D. A substitute teacher has the obligation to conduct themselves in an ethical manner in all things pertaining to school operation and school information.
 - A substitute should closely adhere to the following:
 1. Criticism of pupils, school personnel, and school policies are made only to the principal of that school in a professional conference.
 2. Treat all information about pupils and parents as confidential.

Duties and Responsibilities of Substitutes

All substitute teachers are expected to fulfill all duties of the regular teacher, including, but not limited to, bus and cafeteria duties, and hall/bathroom monitoring.

Substitutes should report to school prior to 8:00 a.m. to sign in and pick up any lesson plans in the teacher's box. Substitutes should remain at school until after dismissal of all students, unless only hired for half-day morning hours.

In the event of an emergency, substitutes are expected to remain with students and to follow evacuation procedures as posted in the school. It is strongly recommended that substitutes check the roll after any evacuation. At no time should students be allowed to enter any building until the principal has declared the emergency situation is over.

Substitutes, as temporary, part-time employees are not eligible for health insurance, longevity, retirement, workman's compensation, overtime, vacation pay, sick leave, and annual leave or unemployment benefits.

Substitutes are not to report to school on snow days or other holidays/leave days, and will not be compensated for those days when school is not in session.

Substitutes are expected to conduct themselves in a professional manner, as with all Haywood County School employees, and are not to engage in any inappropriate behavior with students at any time.

All substitutes will submit to an extensive criminal background check before starting with the Haywood County Schools.

Substitute Teacher Salary

Non-certified substitute teachers will earn \$75.00 gross per day.

Certified substitute teachers will earn \$98.00 gross per day.

The substitute must fill out a "Substitute Sign-in Form" at each school in which he/she substitutes.

Every substitute must designate a "Home School" for payroll purposes.