



## **Substitute Guidelines**

As a substitute for Henry County Public Schools, you are now a part of an educational team made up of administrators, teachers and support staff working together to help students learn.

You have much to contribute to our education system as you use your skills and talents to carry on the instructional program in the absence of the teacher. Thank you!

### **CHECK IN AND CHECK OUT POLICY**

- Normal work hours are from 7:30 a.m. - 3:00 p.m. for elementary schools and 8:00 a.m. - 3:30 p.m. for middle and high schools. **CHECK SCHOOL SCHEDULES FOR CHANGES.**
- Sign in when you arrive and sign out when you leave. Do not sign in and out at the same time. The normal workday for teacher substitutes is 7.5 hours, even on an early release day. If you must leave early for some reason, you should sign out at the actual time and notify Kim Roher in human resources of your early departure.
- Pick up the attendance report from the teacher's mailbox.
- For elementary only, make sure that you have a bus list for the class to ensure that students ride the appropriate bus in the afternoon.
- Leave the room in an orderly manner.
- Leave any communication regarding the behavior or academic performance of students for the teacher.
- If schools are on a one-hour delay, you go on a one-hour delay. If school is on a two-hour delay, you go on a two-hour delay. School delays/closings are posted on the Henry County School division's webpage as well as communicated on local radio/TV stations. HCPS web address is [www.henry.k12.va.us](http://www.henry.k12.va.us).

### **PAYMENT PROCEDURES**

Substitute Teachers are paid on a monthly basis by Direct Deposit. Pay periods begin on the 1<sup>st</sup> day of the month and end on the last day of the month. Your Direct Deposit will be made around the middle of the month. You are asked not to call the payroll office unless your Direct Deposit has not been received by the 17<sup>th</sup> of the month. Numerous calls only slow down the payment process.

### **SUPERVISION OF STUDENTS**

- You should be in the classroom and ensure that students are supervised at all times.
- Be certain you know how to contact the office from your classroom.
- Know student bathroom and hallway rules. If a student asks to go the bathroom, let them go. If they continue to ask, send them to the school nurse or the office.
- If a child gets sick or hurt under your supervision, send them to the school nurse or office and keep a written record for the teacher. All medications should be administered by the school nurse or designated office personnel.

### **INSTRUCTIONAL PROGRAM**

- Stay on task. Be careful not to allow students to divert your attention to another topic.
- Carry on the instructional program in the absence of the teacher. Follow the lesson plans left by the teacher and familiarize yourself with the class schedule. Every effort should be made to

maintain the established routines and procedures of the school and classroom to which you are assigned. Effective control of the classroom requires constant student engagement and monitoring. Substitutes should not be engaged in activities unrelated to supervision and instruction of the students. Keeping students supervised and “on task” provides a pleasant atmosphere for both the substitute and the class.

#### **DISCIPLINE**

- Be sure you know who to go to for help with discipline.
- Be familiar with county policies (Code of Conduct is located on HCPS website).
- Be prepared to follow through on disciplinary actions after you review the discipline policy in the classroom and school.
- Written work such as writing lines, idle threats, and subjecting students to sarcasm and humiliation are inappropriate forms.

#### **PROFESSIONALISM/CONFIDENTIALITY**

Be discreet and trustworthy with confidential matters relating to a student or teacher. Concerns regarding the absent teacher, students, and school should always be discussed with the administrator and should never be discussed with others. Information regarding a student or teacher should never be discussed with others.

#### **CONTACT THE HUMAN RESOURCE OFFICE WHEN:**

- You have a change of name, address, or telephone number.
- You change banks. Do not close current account until verifying with payroll.
- You obtain a higher degree which would result in a higher pay rate; or
- You wish to be removed from the Substitute List.

**Substitutes are employed on an "as needed basis."** Henry County Schools reserves the right to remove any individual's name from the Approved Substitute List if he or she fails to follow the guidelines or if he or she does not accept work assignments or respond when contacted regarding work assignments. **IT IS THE DECISION OF THE BUILDING ADMINISTRATOR WHO SUBSTITUTES IN THE BUILDING.**

#### **AESOP ABSENCE MANAGEMENT SYSTEM**

RED ROVER LOGIN: <https://app.redroverk12.com/>

With any questions regarding Red Rover or substitute assignments, or to change contact information or be removed from the substitute list, please contact Ms. Kim Roher, Leave Specialist, directly at 276-634-4577.

#### **PROCESS FOR REPORTING WORK-RELATED INJURIES**

If an injury is not a medical emergency, both the principal/manager and the injured employee will call Company Nurse® at **1-888-770-0925** and speak with a medical professional who will assist the employee with first aid/self-care advice and expedite the claims processing. The medical professional will talk to the manager first and then to the employee to assist in determining what kind of treatment, if any, is necessary for the employee based upon the conversation with the injured worker and the manager. Company Nurse will provide the panel of physicians directly to the employee over the telephone. To assure the correct panel is being offered, employees requiring medical care should select a physician only from the panel offered by Company Nurse. Selection of a physician that is not part of Henry County School's approved physician panel could result in denial of payment for the doctor's visit.

The Company Nurse® Hotline is available 24 hours per day, seven days per week.

- The employee and principal/manager need to report the injury directly to Company Nurse.
- Company Nurse will complete the First Report of Injury form for the employee.

Employees will receive instant telephonic first aid advice from a registered nurse, and Company Nurse will complete the First Report of Injury form for the employee and principal/manager. You and your employees should no longer complete the First Report of Injury.

Every Henry County Public Schools employee is required to view a 9-minute Company Nurse training video, which may be accessed at the following link:

<https://companynurse.com/employee-training-video/>

### **BLOODBORNE PATHOGENS**

Bloodborne diseases are caused by microorganisms that are carried by blood and body fluids. The two most common microorganisms are the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).

Hepatitis B virus is more common than the HIV virus. According to the Center for Disease Control, annually 500,000 individuals become infected with the Hepatitis B virus compared to 40,000 individuals that contract HIV.

*HBV can survive on surfaces that have been dried at room temperature for a week.*

#### **HBV (Hepatitis B Virus)**

Hepatitis is an "infection of the liver." If you are infected with HBV:

- You may have flu-like symptoms such as fatigue, fever, diarrhea and weight loss
- You may require hospitalization
- You may infect others via blood, saliva, and other body fluids.
- You may spread the infection to sexual partners, family members and unborn infants.

Symptoms of Hepatitis B are hard to identify. Numerous patients exhibit no signs or symptoms. The only positive way to diagnosis Hepatitis B is to have a blood test.

#### **HIV (Human Immunodeficiency Virus)**

There is no vaccine to prevent HIV which is a virus that attacks the body's immune system. Progression of this virus causes the disease AIDS. Facts about HIV are:

- You may have flu-like symptoms (fever, diarrhea, fatigue)
- You may have the virus for several years without showing signs or symptoms
- You will eventually develop AIDS - usually between 6 months and 10 years. HIV is transmitted through blood and body fluids. All laws (federal, state and local) protect the confidentiality of a person with HIV/AIDS. To disclose information regarding a person's medical history without their written permission is prohibited and punishable by fine.

#### **Exposure Control Plan**

OSHA requires that all facilities with 10 or more employees have a plan to follow in the event of an exposure to blood and/or body fluids. All building principals, facility administrators and school nurses have a copy of Henry County Schools' Exposure Control Plan.

#### **What can you do to protect yourself against exposure?**

1. Wash your hands. Handwashing is the single most effective measure you can take to prevent the spread of infectious diseases.
2. Wear latex gloves. (3 different types and sizes are available at each school facility).
3. If warranted - use the personal protective devices that have been provided such as: masks, aprons, goggles and CPR mouthpieces.

4. See that contaminated surfaces have been properly and promptly disinfected. The EPA (Environmental Protection Agency) recommends an approved germicide or a disinfectant solution of 1:10 (one part bleach to 10 parts water).
5. Follow established waste procedures. Dispose of contaminated waste (gloves, towels, trash with blood, etc.) in the proper bio-hazardous waste cans that are provided at each school facility. Handle all sharps (lancets, needles, etc.) with care and dispose in the red sharps containers that are located at each facility.

**What should you do if you or a co-worker is involved in an exposure incident?**

- Immediately wash the skin with soap and water. For exposures to the mouth or eye, flush with copious amounts of water.
- Report to your supervisor immediately. Your supervisor will report the incident to the school nurse/coordinator.
- Promptly follow through with a medical referral as directed by the school nurse.
- Post exposure prophylaxis (according to the Exposure Control Plan).
- Make counseling available to employees as deemed necessary by the Urgent Care Physician (Urgent Care of Memorial Hospital, Martinsville, VA)

**Reminders:**

No drinks or food are allowed in an area that may be exposed to blood or other potentially infectious materials. This includes areas where the bio-hazardous trash cans are located. Only bloody waste is to be discarded in the white hazardous waste cans. *Please do not dispose of regular trash in these containers.*

**Always use "Universal Precautions" – always treat everyone as if they have a potentially infectious disease. Wear gloves and other personal protective devices and especially remember to wash your hands.**