

## SUBSTITUTE TEACHER GUIDELINES

THE FOLLOWING GUIDELINES ARE FOR ALL SUBSTITUTE TEACHERS WORKING WITHIN THE SUMNER COUNTY SCHOOL SYSTEM.

### ARRIVAL

- x Keep the school's phone number handy when driving to a new assignment.
- x Check in with the office staff and sign your Substitute Sign In Sheet 20 minutes prior to the beginning of your workday. Workday is specified as school hours. You must report to the school at begin time and are expected to stay on campus until the end of the school day.
- x Always wear a visible substitute identification badge. You will receive when you sign in at the front office. You will also receive a substitute folder with

