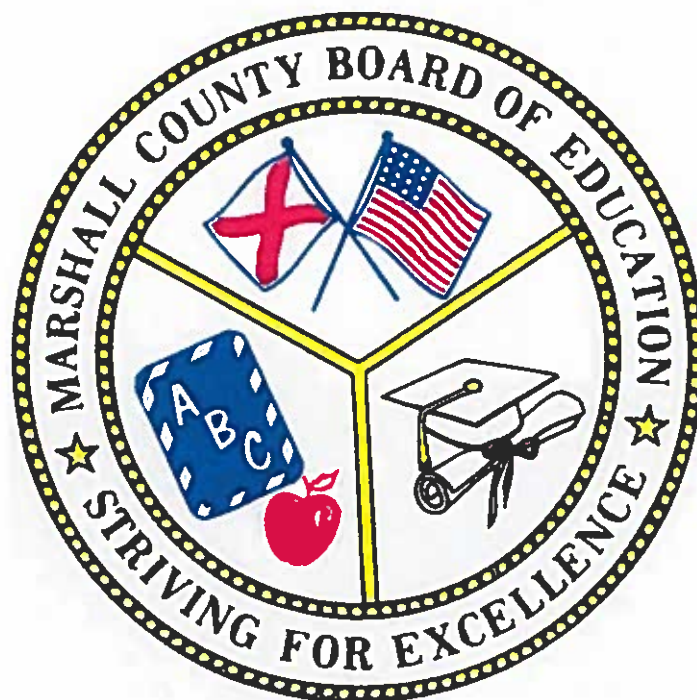


# MARSHALL

## COUNTY SCHOOLS



# SUBSTITUTE TEACHER HANDBOOK

**MARSHALL COUNTY BOARD OF  
EDUCATION**

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Dr. Cindy L. Wigley, Superintendent  
Marshall County Public Schools

## **INTRODUCTION**

### **Welcome**

The Marshall County Board of Education joins the Superintendent in welcoming you to the challenging profession of teaching. Nationwide, statistics show that students will be taught by a substitute teacher for the equivalent of up to one entire year during kindergarten through twelfth grade. This staggering fact makes all the more important the contributions you will make as a substitute teacher toward sustaining the education of Marshall County's children and youth.

### **Web-based Support and Information**

Marshall County is developing a section on the system web site for substitute teachers that will include frequently asked questions, resources on the Internet, the District map, this handbook and other resources intended to enable substitutes to be more successful in their jobs. Substitutes are strongly urged to visit the site often at [www.marshallk12.org](http://www.marshallk12.org) and click on the section labeled "Substitute Teachers."

### **I.D. Badges**

All required paperwork must be completed and received by the Central Office, fingerprint and background check approved. Substitutes must wear or display a temporary school I.D. badge at all times when on campus. This will be given to you upon signing in at the main school office for that day of substituting.

### **Calendar of Jobs**

The substitute will receive a copy of the School Year Calendar. This will allow prior knowledge of possible scheduling needs. Attached to the calendar, the substitute should keep a log of all jobs worked- their dates, places, and names of teachers (grade level or subjects taught). The log will help if needed for payroll purposes. Having a calendar handy at all times is also helpful when teachers or administrators want to request or pre-arrange a substitute for a job.

## **RESPONSIBILITIES OF SUBSTITUTE TEACHERS**

### **A. Ethical Behavior**

Substitute teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

#### **1. Confidentiality**

Substitute teachers have a grave responsibility to treat with confidentiality matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing school children assigned to them.

#### **2. Criticism/Comparisons**

The substitute teacher is encouraged to speak honestly about their experiences in the District. However, the mission of Marshall County School System and the goals of the school are thwarted when a substitute teacher engages in malicious talk about their teaching experiences. Disparaging comments comparing one school with another or comparing the children in one neighborhood with those of another should not be made. Under no circumstances should a substitute teacher criticize the full-time teacher, except to those in authority, and even then, only when the best interests of the students are being considered.

#### **3. Substitute/Student Relationships**

Substitute teachers should exercise extreme caution and good judgment in verbal and physical contact with students. Substitutes should establish a position of authority with the students; they may be friendly without "befriending" the students. Under no circumstances may a substitute teacher engage in a relationship with a student (Sexual Harassment Policy). Yelling at students, calling them derogatory names and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal.

## **B. General Duties**

### **1. Accepting and Canceling Jobs**

Whenever possible, substitutes should accept the jobs they are offered. Once they have done so, they should write down the date, time, location and other information pertinent to the assignment. If, after accepting a job, a substitute must cancel a job, he should do so at the earliest possible opportunity. This is critical because there must be time to arrange for another substitute to fill the position.

Note: It is vital that schools are able to depend on those substitutes who are on the school substitute list. If a substitute consistently "turns down" a job or cancels often, he will not be considered reliable and may not be contacted for additional jobs.

### **2. Parking and Privileges**

Substitute teachers can park in "reserved" or "visitors" parking areas. Some schools may also have designated teacher parking. If so, please ask about the possibility of using the space of the teacher for whom you are "subbing."

### **3. Punctuality**

Substitute teachers are expected to be on duty the same length of time as the regular classroom teacher. This includes reporting to duty BEFORE the start of school, which will allow time to find the office, sign in, find the classroom, locate lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching. The exact beginning and ending times for substitute teachers may vary slightly from school to school, so be certain to verify the work times with that particular school.

### **4. Reporting for Duty**

Substitutes should always wear their photo I.D. badges and should report to the school office before assuming duties in the classroom. While in the office, they should sign in first and then ask for a substitute's folder. Many schools have prepared folders for substitute teachers containing such information as the school staff, map of the school, evacuation procedures, emergency plans, bell schedules, and a list of key personnel. They should ask if there are any special instructions or other information needed to carry out the day's activities. Finally, they should ask in the office where the absent teacher's lesson plans can be found.

## **5. Supplies, Materials and Equipment**

Teachers' materials and supplies should not be used unless the lesson plans authorize their use. Any materials and equipment borrowed should be returned to the proper person before a substitute leaves the campus. At the end of the day, the teachers' room and equipment should be left the way they were found. The full-time teacher's desk, files, and other storage areas should be regarded with respect.

## **6. Leaving the Campus**

The care and supervision of the students assigned to the substitute should be of paramount importance. At no time during the day should the substitute leave campus unless authorized to do so. Substitute teachers should not leave the campus at the end of the school day unless they have cleared through the school office.

## **7. Other Duties as Assigned**

Occasionally, a substitute teacher may be asked to perform duties in addition to those of a substitute teacher. Also, a substitute may be asked to teach in a classroom other than the one he had agreed to when contacted. In both cases, the substitute is expected to demonstrate flexibility and cooperation with the school administration in its attempts to meet the instructional and safety needs of the students under their care.

## **8. End of the Day**

When the children have been dismissed for the day or placed safely on the correct school bus, the substitute will still have several more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Successful substitutes will take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plan was accomplished and any other important information about the substitute's instructional efforts. The teacher should also be informed of any behavior problems or unusual events that may have occurred during his/her absence. In addition to leaving a note for the teacher, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages that may have been received and to note the time of departure (ask about the automatic checkout system).

## **9. Changes in Personal Profile Information**

Throughout the year, the substitute has the responsibility of keeping current the information that is stored in the Substitute Files. This includes your current address, which may be the location for receipt of paychecks. Please speak with the Payroll Clerk about Automatic Deposit to your bank.

### **C. Classroom Duties and Instructional Responsibilities**

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the book is unavailable or a substitute folder does not indicate this information, please check with the office. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.

#### **1. Lesson Plans**

When teachers are absent from school, they will leave lesson plans for the substitute teacher to follow in order to maintain a continuity of instruction in the classroom. The lesson plans are the blueprint, the roadmap, and the survival guide for the substitute teacher. Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. Any deviation must be substantiated with sound reasoning and be based on established curriculum and instruction theory and practice. Most of the time, teachers anticipate their absences. However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided. When this occurs, help is available from other teachers and support staff in the school. Teachers from the same grade level or field of study should be able to provide assistance.

#### **2. Student Attendance**

One of the many regular duties of the full-time teacher is the taking of student attendance. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken in every class and this information must be provided to the school office following the procedures established at the school.

### **3. Written Work/Grading Papers**

The substitute teacher should not assign written work and leave it to be graded, except at the request of the regular teacher. Nor should the full-time teacher expect the substitute to grade papers not assigned in the lesson plan. Extreme caution should be used when substitute teachers are asked to grade papers, the results of which will be made a part of the student's permanent grades.

### **4. Classroom Management**

Substitute teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms and, except for the first few days of class, all students know the rules of behavior and the consequences for not following them.

### **5. Discipline**

When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior. Substitutes must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. Sarcasm is ineffective in the classroom and should not be used. Only when all reasonable efforts to maintain order have failed should the substitute teacher refer students, with a discipline slip or note explaining the circumstances, to school administrators.

The substitute should NEVER leave the classroom unattended. Even if a student runs out of the room, the teacher should not follow. Contact the office immediately for assistance and they will handle the situation. If the substitute needs to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.

### **6. Active Involvement**

The successful substitute teacher is actively involved with instruction. This includes circulating around the classroom often, checking student work and assisting with assignments as needed. Many discipline problems can be avoided by the substitute's use of proximity to the students.

## **7. Seek Help!**

**At all times, and in all matters related to substitute teaching, the substitutes should never hesitate to SEEK HELP when needed. Everyone in the school system wants the substitute teacher to be successful (teachers, administrators, students, and parents.) Help is only a few steps or a call to the office away at any time. In addition to the "teacher next door," key personnel are available to assist with either instructional questions or classroom management concerns.**



## **RESPONSIBILITIES OF THE DISTRICT, SCHOOL, AND CLASSROOM TEACHERS**

Successful substitute teaching is a partnership between the substitute, the classroom teacher, the school staff, and the District Staff.

### **A. District Staff**

The Marshall County Central Office is dedicated to providing service and support to our substitute teachers. Their responsibilities include: creating and maintaining employee files, coordinating payroll information, providing I.D. Badges, and providing guidance through training/use of website. Questions may be directed to the receptionist who will, in turn, forward your call or request to the appropriate staff member.

### **B. School Staff**

#### **1. Substitute Folder**

Many of the schools provide the substitute with a substitute folder in which vital information can be found. Request a Substitute Folder when you check in at the school office.

#### **2. School Routines**

The substitute will receive a schedule of the regular school program and any scheduled changes, such as school assemblies, pep rallies, etc. He/she should be made aware of routine information, such as special duties or assignments, absentee reports, dismissal times, special needs students, etc. The substitute should be informed of and follow the procedures for attendance reporting.

### **C. Classroom Teacher**

#### **1. Lesson Plans**

It is the responsibility of the classroom teacher to provide sufficiently detailed lesson plans for the substitute to follow in their absence. If a teacher fails to provide lesson plans, the substitute should report this to the school administrator in a professional manner and ask for assistance. The only time a teacher may fail to provide lesson plans is in the case of an emergency. When this occurs, other teachers and staff are available to provide assistance.

## **2. Routines**

The substitute will be provided with the following: lesson plans for each class, class rolls, specific procedures to be used with special needs students (when appropriate), pupil seating charts, and a key, if necessary. Other schedules and routines may be posted in the classroom.

## **3. Support**

When teachers anticipate an absence, they should prepare students to work with the substitute teacher. Such planning would emphasize helpfulness, consideration, good manners, and appropriate behavior. If there are concerns from the teacher about the effectiveness of a "substitute day," they will be directed to the administrator and never in the presence of students.

## **DISTRICT GUIDELINES AND POLICIES**

### **A. Dress/Grooming**

Substitutes are held to the same standards as classroom teachers. They should exercise discretion and good judgment in their attire and should be appropriately dressed for the assignment.

### **B. Personal Questions**

Personal questions of a sensitive or private nature not included in the teachers' lesson plans should be avoided. These include questions about religious beliefs, family life, etc.

### **C. Sexual Harassment**

Conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination. All allegations of harassment are investigated and appropriate action taken.

### **D. Possession of Firearms and Weapons**

Employees, visitors, and students are prohibited from bringing firearms or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to school administrators or supervisors immediately.

### **E. Visitors in the Workplace**

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees (including substitutes) who observe an unauthorized individual on district premises should immediately direct him or her to the building office or contact the administrator in charge.

### **F. Smoking/Tobacco Products**

District policy prohibits the use of tobacco products anywhere on school property. For further information please refer to the District's Policy File.

### **G. Drug Free Workplace**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, or alcohol, as those terms are defined in state and federal law, in the workplace, on school premises or as part of any District activities.

### **H. Computer Use**

Most every classroom in the District has a computer and most have access to the Internet. Only if the teacher's lesson plans require the use of computers should the substitute ever use school computers. Substitute teachers should not use school computers to check their personal e-mail, etc.

### **I. Cell Phones/Pagers**

Cellular phones and pagers are allowed on the school campus as long as they are turned off and out of sight during the school day. No personal calls should be made or received during the instructional day or during after school meetings.

## **CLOSING COMMENTS**

Thank you for choosing one of the most rewarding and difficult jobs in education - that of the substitute teacher. Most teachers will tell you that they could not do their jobs without you! In many ways the job of the substitute is much more difficult than that of the full-time teacher. But, your job can be very rewarding as well. You will have the opportunity to meet and work with hundreds of children from many campuses. Yours will be a rich and rewarding experience because of its diversity. Remember that everyone wants you to succeed in your endeavors as a substitute teacher. Feel free to contact District or School administrators for guidance. Thank you for your contribution to the education of our students.