

# SUBSTITUTE HANDBOOK

## **Quemado Independent School District #2 Substitute Handbook**

### **PURPOSE**

#### Introduction

This handbook was prepared to give you assistance in your role as a substitute teacher. The handbook will provide you with the guidance for making your experience an enthusiastic success in assisting in the educational development of our students.

### **CODE OF ETHICS FOR SUBSTITUTES**

The Board of Education subscribes to the following beliefs regarding the shared responsibilities of teachers and substitute teachers. (In this statement, “teacher) means any member of the teaching profession; “substitute teacher” means any person acting in capacity of the teacher in his/her absence.)

1. The substitute teacher recognizes that it is the responsibility of the Board to determine final policy.
2. The substitute transacts all official business through proper channels and holds inviolate all confidential information.
3. The substitute recognizes his/her obligation to develop and foster growing appreciation and understanding of the principles of democracy; they refrain from imposing their personal views on others.
4. The substitute refrains from disparagement of fellow workers, students, and predecessors.
5. The substitute should be impartial in all relationships with students and parents.
6. The substitute receives appraisal of his/her work and help with any problems from the administration.
7. The substitute teacher assumes responsibility for the welfare of the student and shows sympathetic understanding of pupil problems.
8. The substitute should work positively for the good of the school. Constructive criticism should be directed only to the classroom teacher, principal, or superintendent.
9. The substitute should maintain a wholesome attitude and take pride in his/her work.

### SUBSTITUTE TEACHER RESPONSIBILITIES

1. Copies of High School Diploma, GED, and/or College Transcript and New Mexico Substitute License must be on file in the Superintendent's office by October 10, or no paycheck will be issued. NO EXCEPTIONS.
2. Your file must include a proper certificate (due in September) that you are free of communicable diseases as required by law.
3. A withholding Exemption Certificate and I-9 must be on file prior to issuance of first check.
4. Your paycheck will have the following deductions:
  - a. Federal income tax, as applicable
  - b. State tax, as applicable
  - c. F.I.C.A. (Social Security)
  - d. Medicare
5. The daily and hourly rate of pay shall be determined by the Board of Education.
6. Notify the office anytime you wish to leave the school premises during the school day.
7. At the end of each day, classrooms should be locked, all windows closed and locked, lights turned off and rooms left in an orderly fashion.
8. Do not allow students to leave the school campus before the final bell or receiving permission from administration.
9. Do not permit students to leave their classrooms during class except in emergencies or when asked to do so by the administration/counselor. **Students are required to have a hall pass.**
10. ALL complaints must be handled first through administration, and then to the Board at a regular meeting.

### RESPONSIBILITY TO THE ADMINISTRATIVE STAFF

In general, the substitutes will be responsible to the administration in matters pertaining to general administrative and classroom routine. The substitute is responsible for following the Assertive Discipline Plan and classroom rules and consequences for pupil discipline.

Special requests and complaints should be taken up with the administration rather than directly with the members of the Board of Education, since the Board requires such matters to be brought to their attention through the Superintendent.

### BUILDING RESPONSIBILITIES

A substitute should never leave an unsponsored group in the building or in his/her room. (This includes dressing rooms, athletic fields, etc.). It is the responsibility of each Substitute teacher to address inappropriate student behavior wherever it may occur. See Discipline Plan in Teacher Handbook.

Substitutes are responsible for the care of equipment and furniture in the classroom where they are assigned. Students should not be allowed in the building without supervision of a school employee or substitute.

### DRESS AND PERSONAL APPEARANCE

Employees, full time or part time, are expected to maintain an appropriate appearance that is businesslike, neat, and clean.

### **GENERAL REGULATIONS/GUIDELINES**

1. Substitutes are paid hourly: \$11.00/hour for a sub with a bachelor's degree or above  
\$9.00/hour for a sub without a degree
2. If you work in the high school, you will only get paid during the prep period if you remain on campus. If you leave campus during this time, please sign out with Mrs. Bunney.
3. Some teachers only teach students for a few periods a day. If you are called to sub for one of these teachers, you will only be paid for the hours you are actually teaching the students plus 30 minutes before the first class you taught. If you are called to sub for one of these teachers, we will let you know how many periods you will be teaching.
4. All substitutes must be certified and fingerprinted. We can help you get certified and fingerprinted in the office for a fee of \$49.00 (\$15.00 for certification and \$34.00 for fingerprinting). This must be paid with a money order or a cashier's check made out to the Public Education Department. Applications for certification are available from Sandra Heinsohn in the business office.
5. Substitutes are expected to be on duty by 7:40 a.m., as soon as possible after they are contacted, or at the assigned time. 7:40 a.m. is the earliest time we will honor on a time card. Substitutes should not leave the building as long as there are students present though they may go home for lunch. The workday ends at 4:00 p.m. unless otherwise assigned.
6. The bell system is operated by an electric clock. There is a 5-minute warning bell in the gym for the changing of clothes.

7. Students should not play or visit in the halls. When dismissing a class, the substitute should be at the classroom door so as to see the hall and to be seen from the hall.
8. If you observe students misbehaving, you should correct such behavior whether the student is under your direct supervision or not.
9. Students should be on the playground at all play periods during good weather, and playground supervision by staff or faculty is required. We should try to get all students to participate in some form of organized play. Happy playground experiences carry over into the classroom...and so do unhappy ones.
10. Report sick students to the nurse. We will call the parent or take the student home. Students are not taken home alone unless we know the parent is home.
11. Copy machines may be used before or after class hours or during a prep period.
12. Never leave your class unattended. If there is an emergency, call the office on the intercom or send a student to the office for assistance via a hall pass.
13. If a substitute's children attend the school where they are substituting, their children must remain in the children's assigned classroom and not the room where the substitute is assigned. Substitute teachers may not have family members, friends, etc., who are not staff or students loitering on campus during the school day.
14. Students should not play around the school after dismissal. Be on time with dismissal at the close of the day since we have a bus schedule to meet. Students remaining after school are presumed to be under supervision of the coach, teacher or sponsor.
15. We have a closed campus at noon for 7-11 grade students. Seniors and 10-11 grade honor students may leave campus at noon in accordance to Board Policy.
16. Lunch may be purchased ahead of time in the office or paid in the lunchroom. Adult lunch is \$3.25; Bowl (main dish only) is \$2.00. Milk is \$.40. Breakfast is served in the classroom at no charge.
17. Substitutes are not expected to purchase any teaching materials at their own expense.
18. Follow the lesson plans that are provided by classroom teachers. Make no modifications to these plans unless the changes have been approved by the teacher of record or the administration. (See Substitute Teacher Folder section)

19. Please do not take care of personal business during school hours unless it is an emergency. The substitute shall devote his/her time to the duties of the school during school hours.
20. Only the school nurse will dispense medicine which the doctor prescribes and parent sends with student. No other medicine will be given to a student.
21. **REMEMBER:** Everything you do with the students at school is confidential. Do not talk about certain students or incidents that happened at school with community members.

#### ARRIVAL AND DEPARTURE OF SUBSTITUTES

- A. Substitutes are to be at school at 7:40 a.m. or at designated time. At the end of the lunch or lunch recess period, all teachers should be at the door to their respective rooms before students are admitted. Habitual tardiness can result in having your name deleted from the substitute list.
- B. Duty assignments will be made on an as needed basis.
- C. Substitutes should remain in their buildings until 4:00 p.m. If you must leave before this time, permission must be obtained from administration.

#### USE OF AUDIO-VISUAL EQUIPMENT

Substitutes who expects to make use of audio-visual instruction should learn to operate the machines. All electronic equipment must be checked out via the librarian and returned to the library the same day.

Substitutes must not request videos to be shown. Only movies/videotapes that pertain to planned lesson may be used and must be approved in advance by administration. Teachers should obtain approval for substitutes to use a video which pertains to planned lessons in advance.

#### STUDENT DISCIPLINE REFERRAL

(Use procedures outlined for teachers)

#### HALL PASSES

Any student not in his regular assigned room must have a good reason and a "Hall Pass" to be in the hall. Substitutes are responsible for seeing that students do not loiter in the halls.

Students who have to leave the school for any reason must receive permission from administration and must sign out at the office.

#### SUBSTITUTE TEACHER FOLDER

Each teacher is required to have a substitute folder on the desk. Each folder should contain:

1. An emergency lesson plan for each period of the day.
  - a. Of value and meaningful, not just busy work, but something that will be of enough interest to motivate the students. You will not be present to gain their interest, so your plan must do it for you.
  - b. Detailed enough so that a substitute does not have to spend time studying before he/she initiates the plan.
  - c. Related to the “subject matter” your students have been exposed to, but not necessarily a continuation of that which you are currently teaching. Make a plan that will cover some of those things you ordinarily don’t have a change to present (supplementary-type material) or practices in skill areas of which there is great value to the student.

2. The substitute folder should contain:

INSTRUCTIONAL

- a. Dates covered by the plan, ex: 8/28 to 8/31/2000.
- b. Time for each subject at the top of plans.
- c. Plans should have some thought behind them. Don’t put them together on the spur of the moment.
- d. Plans should be comprehensive and easily understood by anyone reading them.
- e. Materials and equipment should be available to implement lesson(s).

DISCIPLINE/SAFETY

- a. Classroom rules that you have established.
- b. Seating charts are important. Knowing a child’s name is necessary for developing rapport and exercising class control.
- c. General classroom routine. Example, students who are dismissed for special purposes, number of students to be dismissed.
- d. Fire Drill procedures.
- e. Directions for roll and lunch count.
- f. Duty schedule.
- g. Possible classroom helpers, if applicable.
- h. Leave instructions as to what you wish the substitute to do with materials collected or other information you would like to know when you return.
- i. Have equipment put away.

Each substitute shall follow the plans in the folder in the classroom where they are substituting.

## BELL SCHEDULES

### HIGH SCHOOL BELL SCHEDULES

<u>REGULAR BELL SCHEDULE</u>		<u>LATE START SCHEDULE</u>	
7:55	First bell	9:55	First bell
8:00 - 9:10	First period	10:00 - 10:45	First period
9:13 - 10:13	Second period	10:48 - 11:33	Second period
10:16 - 11:16	Third period	11:36 - 12:21	Third period
11:19 - 12:19	Fourth period	12:21 - 12:51	LUNCH
12:19 - 12:49	LUNCH	12:51 - 1:34	Fourth period
12:49 - 1:49	Fifth period	1:37 - 2:21	Fifth period
1:52 - 2:52	Sixth period	2:24 - 3:08	Sixth period
2:55 - 3:55	Seventh period	3:11 - 3:55	Seventh period

### 2:00 DISMISSAL SCHEDULE

7:55	First bell
8:00 - 8:54	First period
8:57 - 9:40	Second period
9:43 - 10:26	Third Period
10:29 - 11:12	Fourth period
11:15 - 11:58	Fifth period
11:58 - 12:28	LUNCH -
12:28 - 1:13	Sixth period
1:16 - 2:00	Seventh period

### 12:45 DISMISSAL SCHEDULE

7:55	First bell
8:00 - 8:43	First period
8:46 - 9:20	Second period
9:23 - 9:57	Third period
10:00 - 10:34	Fourth period
10:37 - 11:11	Fifth period
11:14 - 11:48	Sixth period
11:51 - 12:25	Seventh period
12:25 - 12:45	Lunch

## ATTENDANCE

High School attendance should be taken at the beginning of each period. Please record your attendance for each period during the day and send it to the office with a student at the end of the day. Substitutes for elementary teachers should take attendance first thing in the morning and after lunch.

### ATTENDANCE RECORD KEEPING PROCEDURE

#### Substitute Responsibility:

1. Record attendance (including tardies) for regular teacher by class period.
2. Complete this task within five minutes after the bell rings. Send your attendance report to the office at the end of the day so that office personnel can enter attendance on JMAC.
3. If you have a question or concern regarding a student who did not report to your class and the name is not reported on the Daily Bulletin, call the office on intercom or come to the office during your conference period or between classes and check with office personnel. The red notebook has the names of students who have checked out.

4. If you learn that a student has been truant from your class, please report it to the principal.
5. When a student leaves your class, provide him or her with a hall pass.

School Office Responsibility:

1. Attendance will be recorded for every period on JMAC.
2. No one will come into your room to remind you to report attendance. Their directive is to report to the principal any teachers who fail to record attendance.
3. Principal will review office attendance records for patterns and inconsistencies. He or she will check with you whenever a question arises.

**THE DO'S AND DON'TS OF A SUBSTITUTE**

What a Substitute does:

- Praises and encourages
- Tells the child good things about himself
- Tries to understand how the child feels
- Builds caring and supportive rapport
- Speaks directly to the teacher regarding student performance
- Makes a difference in a child's life!

What a Substitute does not do:

- Berates or belittles
- Acts in a cold or indifferent manner
- Criticizes the teacher
- Gets physical with a child
- Violates confidentiality by passing on information to the community
- Loses control and says something that is inappropriate or might be regretted or is not professional

**TIPS TO REMEMBER**

- BE HONEST - in your approach and attitude. It will aid in developing trust.
- BE PATIENT - when working with students. When they are having difficulty with an activity, they do not need additional pressure.
- BE FLEXIBLE - in responding to the needs of students.
- BE FRIENDLY - with a smile and a thank you, you can accomplish miracles.

BE RESPECTFUL - treat individuals in the same manner you wish to be treated.

BE CONFIDENTIAL - it is very important that what is observed in the classroom remains confidential and student performance or behavior is not to be discussed outside the classroom except with administration.

### **THE THREE R's FOR TEACHER SUBSTITUTES**

#### **RESPONSIBILITY – The effective substitute:**

- Dependable and recognized the importance of his/her role
- Appreciative of the efforts of the school to educate all students and to provide maximum learning opportunities for each student
- Supportive of the administration and teaching staff
- Sincerely concerned about the students
- Able to generate enthusiasm about each student
- Willing to be discreet, dedicated and punctual
- Professional in their commitment, dress and manner

#### **RAPPORT – The understanding substitute:**

- Recognizes the student's need to improve self-image and independent study habits
- Supports the child by offering genuine friendship
- Recognizes the individuality of each student
- Provides a relaxed, friendly and caring atmosphere with students
- Respects the teacher and school's ultimate responsibility for the health, welfare and education of each student
- Provides opportunities for each child to be successful
- Cooperates, coordinates, and communicates continually with teachers and school administration
- Is comfortable asking for clarification and is willing to express concerns and questions with the school staff
- Recognizes the essential need for confidentiality and will not comment or gossip about individual students, staff members, or the school

#### **REWARDS – The successful substitute:**

- Shares with the child the warm personal satisfactions with result from successful human relationships
- Provides the teacher and administration with the satisfaction of knowing that the Students' needs are being met and that quality education is being promoted, extended and enriched
- Receives the sincere gratitude of the school community
- Celebrates in the knowledge that they have made a difference in a child's life

## **TIPS FOR MAINTAINING DISCIPLINE**

1. Call each child by name (name tags are helpful)
2. The best techniques are preventing. Know the rules. Restate them before every activity. Instruct the children as though you expect them to comply.
3. Give positive, specific praise – “I like the way you are sitting quietly”.
4. State positive actions – “Walk” instead of “Don’t Run”.
5. Give sufficient warnings and time. – “Morgan, in 5 minutes you’ll need to put your art project in your cubby”.
6. Keep your voice as low as possible. The children will get louder as your voice gets louder. Have an unhurried attitude. Enjoy them and they will enjoy you.
7. Offer each child a chance to participate. Quiet children are sometimes ignored.
8. Count slowly from 1 to 5 when you want clean-up to occur (with younger students).
9. Keep lowering your voice to a whisper to be heard and to quiet the group. If students don’t respond to a soft voice use group body action. Raise hand or another signal for quiet.
10. Be sure the students understand what you’re asking. We sometimes use words that children do not know. Ask them to repeat directions to check for understanding.
11. With younger students excuse from group - by who is wearing blue, has brown hair.

## **EFFECTIVE WAYS TO WORK WITH CHILDREN**

1. Be warm and friendly – learn the children’s names and show interest in what they are doing and telling you – you are very important as a listener.
2. When working with children, encourage them to do their own thinking – give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or write.
3. If you don’t know an answer or are unsure of what to do, admit it to the students and work it out together – Feel free to ask for help when you need it.
4. Use tact and positive comments – encourage children – Seek something worthy to

compliment especially when children are having difficulties . (Catch them being good!)

5. Accept each student as he/she is – You do not need to feel responsible for judging a child’s abilities, progress, or behavior.
6. If a child is upset, encourage him/her to talk about the problem over with you. You need not to solve the problem but by listening and talking you help the child feel you care.
7. Respect a student’s privacy – If a student or staff reveals personal information about a child, regard it as a confidence.
8. Maintain a sense of humor.
9. Be consistent with the teacher’s rules for the classroom schedules and behavior.
10. Wear comfortable clothes and don’t hesitate to “get down to the student’s level”.
11. If parents and friends ask about what you do at school, tell them you enjoy working with the children and discuss the activities you do rather than specific information about the students, the teacher or the school.
12. Keep your commitment; the children expect you and look forward to your coming.