



Substitute Handbook

Welcome to Madison City Schools! Please know that the service you provide to the children and teachers in our School System is extremely important. Students must continue to learn even when the regular teacher is absent. We depend on substitutes to honor times that have been confirmed for work. We hope the information in this handbook will help you be the best substitute possible. Please keep this handbook. Take it to each assignment. Review this handbook at the beginning of each school year.

I. General Information

- a. Becoming a substitute teacher requires you to be flexible in availability because substitutes are needed not only for teachers taking sick or personal leave, but also on days when teachers are taking advantage of professional development opportunities.
- b. Substitute teachers are expected to notify Cheryl Davies in the Personnel Office of Madison City Schools of the following:
 - i. Any changes in your address or phone number
 - ii. If you are leaving the area
 - iii. If you gain employment or any other reason for temporary or permanent removal from the substitute teacher roster
- b. It is a good idea to keep a record of all days worked. Record the date, school, teacher's name, whole or half day worked. By doing this, if there is a question about your pay, any discrepancy can easily be found. Substitutes are paid a month in arrears; for example, days worked in August will be paid at the end of September.
- c. You can contact Cheryl Davies either by email – cydavies@madisoncity.k12.al.us or by phone call – (256) 464-8370 Ext. 10379.

II. Check-in Procedures

- a. Your contact at each school will be the permanent substitute.
- b. Report to Elementary Schools no later than 7:20 a.m. and Middle/High schools no later than 7:55 a.m.
 - i. If it is your first time at the school, you may wish to arrive earlier so that you can familiarize yourself with the building.
- c. Clock in using the computer in the Office. Your username is your employee number and your password is the last 4 of your S.S. number.
- d. You will be issued a substitute ID card and a key.
- e. The permanent substitute will inform you of special events that will happen that day and deliver any special materials you may need.
- f. Teachers will usually include instructions for special events in their lesson plans.
- g. Report to the teacher's classroom.
- h. Please check with the permanent substitute or office before leaving for the day.

III. Salary

- a. Questions about salary should first go to the Permanent Substitute or Bookkeeper at the school and then onto Payroll at Central Office. The following is a pay scale for substitutes in the Madison City Schools:
 - Teacher \$75.00 per day **
 - Bus Drivers \$50.00 per day
 - Lunchroom Workers \$7.25 an hour
 - All other substitutes \$7.25 an hour
 - i. Subs are paid on the last working day of each month. Pay is based on work in the previous month. Your first check will be mailed to you. Going forward your net pay should be directly deposited into the account that you provided.
 - ii. We have received many questions regarding the amount of days subs can work as a result of the Affordable Care Act. Please find clarifications regarding the new regulations below. As implementation of the Affordable Care Act is still evolving, we will continue to update you as changes occur.
 - iii. **Substitutes are allowed to work 130 days per year** with the year running from January 1 through December 31.
Payroll will monitor the number of days that you are working and will notify you when you are approaching the 130 day limit.
 - iv. While you are subbing you are not allowed to work in any other capacity for the school district. For example, subs cannot also work as contracted tutors.
If you come off of the sub list to take another position you will not be able to return to the active list until the next open enrollment period. For example, subs that become tutors, coaches, extended day workers, etc. are not allowed to return to the active sub list.

** Substitutes who hold a valid Alabama Teacher's Certificate in-field, and that certificate is on file in the Personnel Office, will be paid at the rate of \$218.00 per day, beginning with the 21st day of continuous substituting for a Board approved leave of absence and continuing as long as a person is substituting for a leave of absence. The first 20 days of substituting will be at the \$75.00 per day rate, unless otherwise approved by the Superintendent in special circumstances. Substitutes being paid at the rate of \$218.00 per day will receive no benefits.

IV. Parking

- a. Please check with the Permanent Substitute to determine parking location at each school.

V. Emergency Procedures

- a. Once in the classroom, check the emergency procedures for both fire and tornado for that classroom.
 - i. Procedures should be posted near the classroom door.
 - ii. Emergency procedures are different for each classroom. Please check the procedures every time you enter a different classroom.
- b. In the event of a fire drill or severe weather drill have the students leave the classroom in an orderly fashion and proceed to the assigned area.
 - i. Please close the door after leaving the classroom.

- ii. BE SURE TO TAKE A ROSTER WITH YOU SO YOUR STUDENTS CAN BE ACCOUNTED FOR.
- c. Know what to do during a **LOCK DOWN** or **LOCK OUT** situation.
- d. Be aware of the information on seizures, diabetics, and allergies.

VI. Duties

- a. The nature of the substitute teacher's work is such that duties vary according to the day's assignments and the philosophy and administration of each school.
- b. The substitute teacher should do the following:
 - i. Teach lessons previously prepared by the regular classroom teacher.
 - ii. Perform duties that have been assigned to the regular teacher such as hall duty.
 - iii. Use good judgment in the use of equipment and supplies.
 - 1. Do not use any equipment with which you are unfamiliar.
 - 2. Seek the assistance of a colleague.
 - iv. Practice and maintain good housekeeping routines in all classes.
 - v. See that equipment and teacher's records are left in order at the end of the day.
- c. Substitutes have hall duty outside the classroom during any class changes. Elementary substitutes are required to walk with students when they go to Art, Music, Lunch, PE, etc.
- d. Substitutes do not have lunchroom (MS/HS), bus, or car duty. Elementary substitutes assist and remain with students during lunch.
- e. Substitutes may be required to fill-in during a normally scheduled planning period for a different teacher.
- f. Maintain control of the classroom at all times.
 - i. The substitute should maintain an orderly learning environment with minimum of assistance from administrative personnel.
 - ii. Be fair, firm, and consistent.
 - iii. Classroom discipline should be positive and free of threats or whole class punitive measures.
 - iv. Substitutes should move among students offering assistance and giving reminders as needed.
- g. Comply with all school rules, regulations, and policies.
- h. Practice professional ethics in all relationships with students, parents, teachers, and other community leaders.
- i. Report any pertinent information concerning procedures used and assignments made to the regular teacher.
- j. Remember to sign-in when you arrive at the school so you will be paid for your work.

VII. Responsibilities of the Administration (Permanent Substitute)

- a. The permanent substitute will do the following:
 - i. Inform the substitute of his/her assignment (subject to change), provide the substitute with any materials or supplies, and unlock the classroom doors needed for the assignment.
 - ii. Direct teachers on staff to have their classes, lesson plans, and class records (seating charts, attendance records, lunch schedules, etc.) organized in a manner that allows for a smooth transition when a substitute is required.
 - iii. Inform the substitute of the school's policies and regulations.
 - iv. Inform the substitute of the physical layout of the school such as the faculty lunchroom, workroom, restroom, library, etc.
 - v. Respect the substitute teacher as an important member of the staff and seek to establish this atmosphere among the teachers, office personnel, and students.
 - vi. Assist with any questions, concerns or problems that occur during the school day.

VIII. Responsibilities of the Regular Teacher to the Substitute

- a. Request a substitute as far in advance as possible.
 - i. Substitutes are usually called/texted between 6 and 8 a.m. for morning emergencies and up until 9 p.m. for sub requests for the next day or future dates.
- b. Instruct students in attitude, behavior, and class procedures in the event that a substitute is needed.
- c. Have a concise lesson plan including general suggestions covering classroom instructions to be followed for a given period of time.
 - i. Make any information and/or materials available that will be helpful in carrying out the specific duties of the assignment.
- d. Have the following available:
 - i. A class roster.
 - ii. An accurate seating chart.
 - iii. A class schedule indicating lunch time, bell schedules, and any special procedures to be followed with regards to the library, fire drills, etc.
 - iv. A list of students with special needs (academic or health) and specific instructions for meeting those needs.
 - v. A list of student helpers in each class that will assist the substitute.
- e. Prepare a comprehensive list of instructions for the following:
 - i. Use and care of supplies and materials to be used.
 - ii. Policy for the assignment of homework.
 - iii. Information to be reported back to the regular classroom teacher as to the substitute activities with the students.
- f. Follow through with students on any decisions or work that was completed with the substitute teacher.
 - i. Thus, the teacher not only helps to make the students' experience with the substitute more meaningful, but also helps the students realize that the teacher respects the substitute.

IX. Helpful Hints

- a. **BE ON TIME AND BE PREPARED.**
- b. **DRESS APPROPRIATELY** for your assignment that day.
 - i. If you will be in the classroom, dress professionally.
 - ii. If you will be in the gym, t-shirt and pants are appropriate.
 - iii. Wear comfortable shoes, you will be amazed how much time you spend standing.
 - iv. Clothing should be comfortable, not tight, or revealing, skirts should be an appropriate length. Remember, you will spend a lot of time leaning over desks when helping students with work.
- c. Be **CONFIDENT** as you go into the classroom and **ENTHUSIASTIC** about your assignment that day.
 - i. Be **POSITIVE** and **RELAXED**.
- d. Familiarize yourself with the **LESSON PLANS** for the day.
 - i. If the lesson plans have not been left, contact the permanent substitute (or front office) **immediately** for instructions.
 - ii. Lesson plans usually contain information about class schedules, student aides, students with special needs, etc.
- e. Follow the regular teacher's lesson plans as much as possible.
 - i. Obtain the complete attention of the class before giving directions.
- f. Find the **SEATING CHART** and/or **CLASS ROSTER** before the class begins.
 - i. If a roster is not available, please contact the permanent substitute and/or front office so one can be provided.
 - ii. If a seating chart is available, insist that students abide by the seating chart unless the regular classroom teacher has left other instructions.
 - iii. Send a student with the list of absentees to the office (Most schools report 1st block only, some record attendance every block).
 - iv. If you are substituting at an elementary school you will need to send excuse notes, transportation notes, and lunch folder to the office by 9:00 a.m. also.
 - v. Keep accurate attendance and tardy records.
 - vi. Know where the students are if they are allowed to leave the classroom.
 - vii. Let students check out a book from the library only if they have finished all of their work.
 - viii. Follow school procedures when allowing a student to leave your classroom (do they require a pass or need their planners signed?). In most cases, let only one student out of the classroom at a time, younger elementary students may have a buddy system.
- g. **INTRODUCE YOURSELF** to the class and write your name on the board.
 - i. Inform the class that you are their **TEACHER** for the day.
 - ii. Establish your own goals for the class.
 1. Bring any and all texts, homework, and working materials with you.
 2. Treat others as you want to be treated.
 3. Gum is not allowed at school at any time.
 4. Behave in a manner conducive to learning for all.

- 5. Show respect for yourself and others at all times.
- 6. Follow all rules listed in the Madison City Schools Code of Conduct.
- iii. If there are no class rules posted, you may want to write some on the board.
- h. **PROVIDE CLOSURE** to the class, reminding students of any homework.
 - i. Collect any daily work.
 - ii. Remind students of any assignments due or tests to be given the next day.
- i. Leave the teacher a **SUMMARY** of the day, noting the progress with the lesson plans, student management problems or positive behavior of each class.
 - i. You may wish to leave your name and number in case the teacher has any questions.
 - ii. Please leave the classroom in good order at the end of the day. Close windows, turn off lights and equipment, and so forth.
- j. If you have any **QUESTIONS** during the day, do not hesitate to contact another teacher nearby for assistance.
 - i. Contact the front office or permanent substitute if necessary.
- k. Students should **NEVER** be left unattended.
 - i. If you need to step out of the classroom, ask a neighboring teacher to watch the class for a moment.
- l. Be **ETHICAL** and **PROFESSIONAL** at all times in attitude and behavior.
 - i. Do not discuss classroom matters with anyone except those who supervise you teaching.
 - ii. Do not criticize the work of the regular teacher in front of students and/or other colleagues.
- m. Do not assign written work and leave it to be graded by the regular teacher unless this has been included in the lesson plans.
- n. Do not pass any tests or papers to the students unless the teacher has left instructions to do so because the papers and/or tests may not have been graded or the grades may not have been posted.
 - i. Do not return other objects to students from the teacher's desk unless given instructions to do so by the regular teacher.

X. **Teacher's Materials**

- a. Do not allow students to look in the teacher's desk.
- b. Do not allow students to use the teacher's edition of the textbook, unless instructed to do so by the regular teacher.

XI. **Collecting Money**

- a. Middle/High Schools - **DO NOT COLLECT MONEY**
- b. Elementary Schools – Log and place lunch money in provided envelope (do not open envelopes that students give you). Follow instructions teachers leave about field trip money (usually another teacher will receipt this money).

XII. Computers

- a. Only allow students to use the computer if it is part of the lesson (i.e. AR testing, skills lab, art, and reading).
- b. Do not allow students to get on the computer to play because they have finished their work, they need to read or do other homework.

XIII. Telephones

- a. Students are not allowed to use the classroom telephone.
- b. If a student needs to call home, sign his/her passbook and send him/her to the attendance office to use the phone.

XIV. Items Requiring Office Approval

- a. Students are not to be interviewed or photographed by anyone without office permission, with the exception of broadcasting students.
- b. Students are not allowed to leave the building without checking out through the attendance office.
- c. Notes or communication should not be sent to parents without the approval of administration.
- d. Under no circumstances should medication be administered by a substitute. This applies to ALL medications, prescriptions as well as over-the-counter. Some students are approved to carry an Epi Pen or Inhaler for their own use (contact nurse if used in an emergency).
- e. Permission from administration must be obtained before a student can be kept after school hours.
- f. Accidents involving students in your care, whether on school property or off school property (i.e. field trip) must be reported to the school office and the proper paperwork completed.

XV. Discipline

- a. Per the Madison City policy, corporal punishment shall never be used on a student.
- b. Proper forms of discipline include the following:
 - i. Expression of disapproval
 - ii. Temporary seat changes within a class
 - iii. Office referral
- c. Praise students that are on task, following directions, maintaining good behavior.
- d. Do not search a student or their belongings, contact Permanent Substitute or Administration.

XVI. Alcohol/Drug/Tobacco Use

- a. All substitutes are required to follow the Madison City Board of Education policy on these issues. Failure to follow these policies can result in disciplinary action.

XVII. Audio-Visual and STI Equipment

- a. Under no circumstances should a regular teacher give out his/her password.
- b. Under no circumstances should a student be allowed to put a CD, disc, floppy, or any other computer device into the school computers.
- c. Library personnel will distribute the usage and policy information regarding the audio-visual equipment.
 - i. Most of the time, the regular teacher will have the TV-DVD or video player in the room. If not, call the library and they will deliver one for you.

XVIII. Confidentiality

- a. Remember that ALL student records are confidential. This includes discipline information, academic (including grades), and/or medical conditions.

XIX. School Addresses & Phone Numbers

Madison City Schools – 211 Celtic Dr. Madison AL 35758, (256) 464-8370

Bob Jones High School – 650 Hughes Rd. Madison AL 35758, (256) 772-2547

James Clemens High School – 11306 County Line Rd. Madison AL 35756, (256) 216-5313

Discovery Middle School – 1304 Hughes Rd. Madison AL 35758, (256) 837-3735

Liberty Middle School – 281 Dock Murphy Dr. Madison AL 35758, (256) 430-0001

Columbia Elementary School – 667 Balch Rd. Madison AL 35758, (256) 430-2751

Heritage Elementary School – 11775 County Line Rd. Madison AL 35758, (256) 772-2075

Horizon Elementary School – 7855 Old Madison Pike, Madison AL 35758, (256) 464-3614

Madison Elementary School – 17 College St. Madison AL 35758, (256) 772-9255

Mill Creek Elementary School – 847 Mill Rd. Madison AL 35758, (256) 774-4690

Rainbow Elementary School – 50 Nance Rd. Madison AL 35758, (256) 824-8106

West Madison Elementary School – 4976 Wall Triana Hwy, Madison AL 35758, (256) 837-1189