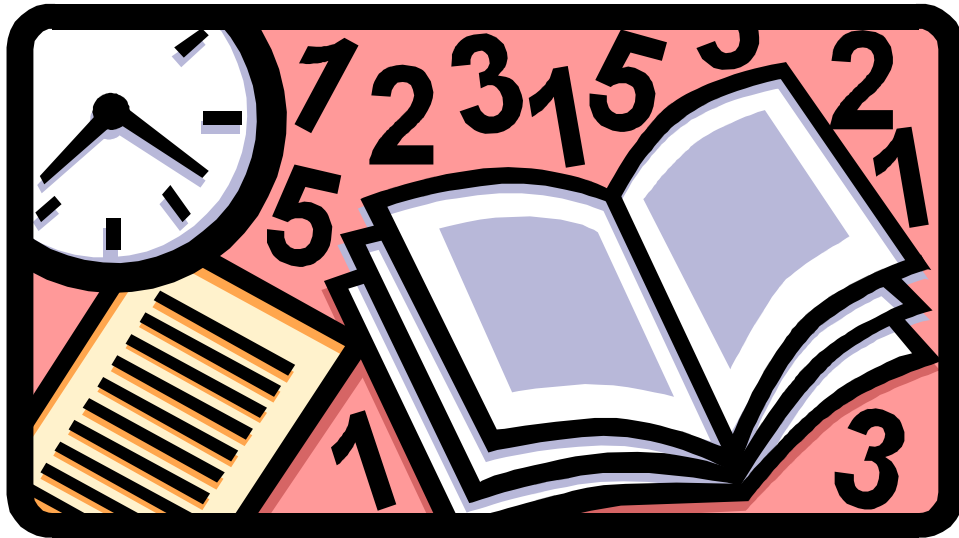


SUBSTITUTE TEACHER HANDBOOK 2007-2008



MADISON HIGH SCHOOL
5740 US HWY. 25-70
MARSHALL NC 28753
828/649-2876

INTRODUCTION

This booklet is your guide to success as a substitute teacher at Madison High School. The contents have been arranged to assist you in finding the answers to many questions that may confront you as you substitute in the various classes throughout the school.

We sincerely hope the following information will serve to stimulate greater goals for the improvement of substitute teaching. All of the procedures and techniques in this booklet have been "classroom tested" and we feel that if they are followed, substitute teachers will do a better job and have a more satisfying personal experience.

WELCOME

You, as a substitute teacher, are one of the most vital parts of our school. It would be extremely difficult for us to operate our school on a satisfactory basis without all persons such as yourself serving as substitute teachers.

We wish to extend to you a most cordial welcome as a substitute teacher. Your daily work is an important contribution to the instructional program of our school. As you perform your work in the classroom you may find that you have suggestions, which might contribute toward improvement of our school. You are encouraged to submit all your suggestions, as new ideas and new ways of doing things are necessary if education is to continually progress. We feel confident that you will do everything possible to meet the highest standards required for teaching and wish to extend our sincere best wishes as you join our staff.

MADISON COUNTY SCHOOLS INFORMATION

Mission Statement

The Madison County Public School System is student focused, providing comprehensive educational experiences in a safe environment that empowers students to be responsible citizens.

Administration

Dr. Ronald Wilcox, Superintendent
Dr. Theresa Banks, Associate Superintendent
Dr. Kathy Ray, Associate Superintendent
Deborah Frisby, Assistant Superintendent

MADISON HIGH SCHOOL ADMINISTRATION

Dr. Tony Tipton, Principal
Mr. Steve Bowlin, Assistant Principal
Mrs. Carolyn Franklin, Assistant Principal

Shane Coates, School Resource Officer

IMPORTANT PHONE NUMBERS

Madison High School 828/649-2876
Madison High School Hotline (for school closings, announcements, etc.) ... 828/777-6240
Madison County Schools Central Office 828/649-9276
Personnel: Deborah Frisby, Assistant Supt. Ext. 2 27
Payroll: Jeff Huey Ext. 238

GENERAL INFORMATION

Qualifications:

All substitute teachers must have an application on file with and be approved by the Madison County Board of Education. Applications are available from the personnel department at the central office. Applicants must pass a criminal background check.

Substitute teacher names will be removed from the substitute list whenever requested by the substitute teacher. The removal may be for any length of time or the substitute can be placed on a "will call" basis.

Pay Schedule:

Contact Jeff Huey at the central office for the current pay schedule for substitute teachers.

Paychecks:

Paychecks are issued on a monthly basis, the pay date being the last workday of the month. Unless prior arrangements have been made, substitute checks will be sent to Madison High and will be available from Gayla Reese. Direct deposit is available to substitute teachers and is a convenient way to receive your paycheck. Contact Jeff Huey at the central office for details and/or to sign up for direct deposit.

Incident Weather:

It is the substitute teacher's responsibility to determine if there is a delay in starting time of school or if school is closed due to incident weather or an emergency situation. The radio stations over which this will be broadcast are: WHBK 1460 AM, WWNC 570 AM, WKSF 99.9 FM, WOXL 96.5 FM, and WMYI 102.5 FM. Also television stations: WLOS 13 (ABC), WYFF 4 (NBC), WSPA 7 (CBS), and WHNS 21 (FOX). School delays/closings are available on the Madison High Hotline, 828/777-6240, or on the Internet at www.madison.k12.nc.us.

Calling Substitute Teachers:

Teachers are provided with a current list of board approved substitute teachers. Teachers are responsible for arranging for a substitute and notifying the office they will be absent and who will be substituting. Substitute teachers are usually

called the morning of the day of substitution, usually between 6:00 and 8:00 AM; although some calls will be made during the evening hours.

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Arrival/Departure Times:

You are expected to check into the office by 7:40 AM and PM. Classes begin at 8:00 AM.

you may leave at 3:20

Parking:

Substitute teachers should park in the space reserved for them they are working. Be sure to ask for the designated parking space when the teacher calls. Contact someone in the main office if you are unsure where to park.

the teacher for whom you are substituting. Contact the main office if you are unsure where to park.

Lunch:

The teacher lounge has a refrigerator and a microwave if you would like to bring your lunch. If you prefer to eat in the cafeteria, you may purchase a lunch for \$3.00. You pay for your lunch in the cafeteria at the time of purchase.

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Tobacco, Alcohol, and Drug-Free Workplace:

Madison County Board of Education has voted to make the Madison County School System a tobacco-free system on January 1, 2008.

Madison County

Confidentiality:

Substitutes who are made privy to information regarding students, community members, or school staff may not discuss this information or concerns with any other parties except legitimate school authorities. Administrators or appropriate staff members should be consulted by substitutes if they determine there is a need to relay information as a result of health, safety, or well-being concerns.

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Madison County Schools Policies:

A copy of the *Madison County Schools Policies* is kept in the Media Center and is available for review upon request.

Personal Appearance and Conduct

Substitute teachers are expected to be dressed appropriately and maintain a standard of conduct that will be worthy of emulation by the students.

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PROCEDURE AT THE SCHOOL

Arrival:

Substitutes should report to the school office immediately upon arrival and sign in at the front counter using the Substitute Sign In Notebook. All substitutes are required to wear an ID badge while in the building.

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Lesson Plans:

Lesson plans are most generally left by the regular teacher in the classroom; however, if the absence is an emergency, check with someone in the main office for the necessary information to proceed with the class.

Departure:

Leave the teacher's desk and room in order. Please leave a note explaining how your day went, any problems you encountered, etc. Include any assignment(s) not completed during the day and any absences during the day. Return all equipment and material to proper places. Be sure to close windows, adjust blinds, and turn off lights before leaving the classroom. Leave keys, if any, in the office. Report any occurrence that appears not to be normal, and check to see if your services are needed the next day.

SUBSTITUTE RESPONSIBILITIES

- **Arrive on time.**
- Receive instructions and material that have been left for you and follow the regular teacher's lesson plans (very crucial.) Be prepared to maintain a productive program if lesson plans are not provided.
- Maintain accurate attendance records. Daily attendance is taken during the 2nd block. This bubble sheet should be completed at the beginning of the block, and then placed outside the door for pickup. Period attendance bubbles sheets must be completed each block then placed outside the door for pickup at the beginning of 4th block.
- Maintain normal classroom routines and disciplinary procedures.
- Check for special activities or changes in the schedule.
- Request assistance immediately when a reasonable learning environment cannot be maintained.
- Follow regular teacher's requests regarding grading of written assignments.
- Follow school rules regarding excusing students from the classroom.
- Follow school emergency procedures.
- Organize and label completed work.
- Place copies of all notices and memos received so the regular teacher can easily find them.

DISCIPLINE

It shall be the duty of all substitute teachers to maintain a good order and discipline in his or her classroom. It is also the duty of all substitute teachers to correct any discipline problem at any time or place on campus. It is desirable that the substitute handle their discipline. If there is a need for assistance, referrals should be made to the assistant principal who will determine action needed. Students are to be accompanied to the office by the substitute. If students are sent to the office unaccompanied, they will be sent back to class. Substitute

teachers do not have the authority to suspend students from their class and should refrain from using this as a threat. Students should never be placed in the hall for discipline purposes. If a student needs to be removed from class please refer them to the office for time out.

Be calm and unemotional, be firm and fair. Give a student a chance to explain his/her actions and be sure to explain the reasons for a penalty or punishment. If possible, try not to embarrass the student as a form of punishment. Try to handle the situation privately. Do not punish the group for the actions of one and do not look upon the student's misbehavior as a personal affront. Most substitute teachers are "tested." If students are busy with some work while materials, discipline problems seldom develop. The substitute should be pleasant but firm.

Letting students know what you expect of them is an important first task. Establishing your expectations includes setting firm, consistent limits and being aware of the students' need for attention. Let the students know you are comfortable and secure, and will enforce the classroom behavior rules of the regular teacher. If the regular teacher's rules have not been made available to you, then establish your own. Make your statement concerning rules less short and realistic. Nothing erodes classroom management faster than a substitute teacher does not, or cannot, enforce.

EASING CLASSROOM MANAGEMENT

Perhaps you have already developed your own management style. Perhaps you are still searching for a style with which you feel comfortable. Examining the following principles could ease management problems:

Act—Do not react.

Good discipline is the result of good management, which includes being prepared and anticipating student needs. Never say anything to a student you would not want a parent to hear.

Minimize the Unexpected

Good discipline comes from minimizing the unexpected by being well prepared and anticipating student's needs. You need to expect the "unexpected" if you sit behind the desk, while the students complete individual assignments. Minimize the unexpected by being an active part of their time on task. Move around the room, looking for students who need encouragement, or help and be ready with a word of praise for those who are working.

The unexpected may come in the form of an inadequate lesson plan. But, if you are substituting in an area where you know you are not well prepared, a collection of teaching strategies, which transfer from field to field, will be useful. Selecting learning strategies where students are actively, rather than passively, involved in the learning process will provide unexpected moments.

ACCIDENTS

All student and/or staff injuries/accidents must be immediately reported to an administrator.

FIRE DRILL PROCEDURE

Fire drills are necessary safety precautions and are required by law. Substitute teachers should supervise the exit of students in their charge (according to the fire and emergency exit procedures posted in your room) when the fire alarm sounds.

1. The fire alarm sounds along with strobe lights.
2. All students and staff will evacuate the building, using the nearest exit, and report to their designated area.
3. Substitutes should check their class roster after evacuation is completed and notify the office immediately if someone is missing.
4. All teachers and students should remain as a group until the all clear bells are sounded.
5. In case of actual fire, students should be moved to the football field.

BOMB THREAT PROCEDURE

1. A bomb threat may be received in many ways, but usually by phone.
2. The recipient of the call will attempt to obtain as much information possible from the caller and will immediately notify the principal or their designee, but not anyone else.
3. If evacuation is necessary, the signal will be short, intermittent rings of the bell.
4. All students and staff (except) staff members helping the department chairs search should be evacuated using the nearest exit and moving to the football stadium.
5. At no time should anyone block traffic lanes that may be needed for emergency vehicles.
6. After evacuation, the department chairs or their designee should report findings to the principal.

TORNADO EMERGENCY PROCEDURE

1. A tornado watch means tornadoes are expected to develop. In the event of a tornado watch, office personnel will notify teachers individually. There is no need for teachers to inform students of the situation at this time. However, the principal will post lookouts.
2. A tornado warning means a tornado has actually been sighted. On receiving a tornado warning, the principal will immediately notify teachers, students, and all others by way of the PA system. The warning will consist simply of the statement that a tornado has been sighted and for all to report to designated areas and take cover. Should a tornado warning be issued near the end of the school day, students will not be placed on school buses.

3. **Shelter.** Corridors and interior classrooms will be used as storm shelter areas (see tornado shelter maps located in each classroom). Additional shelter areas include the band room, vocational restroom and the lower stairways of the vocational shop areas. All persons outside should seek shelter inside shelter areas when a tornado warning is issued.
4. **Procedure.** Teachers should instruct students to proceed in a quiet and orderly manner to the corridor outside their rooms. A student should be selected to open windows slightly (where applicable) to allow for reduction of damage by allowing equalization of air pressure. The teacher should be the last person to leave the classroom and see that the door is propped open (excluding interior classrooms). Teachers should take a class roster and check roll when at the designated shelter point. If someone is missing the principal should be notified immediately. Once in the shelter area, all persons should assume a curled position so that their eyes and heads are protected. The clerical staff should secure all records and close the vault when a tornado warning is issued. Office staff assignments are given for checking all areas of the building for people not in shelter areas. NO ONE SHOULD BE IN THE GYM, CAFETERIA, LITTLE THEATER, MEDIA CENTER, OR SHOPS.

ADVICE FOR SUBSTITUTE TEACHERS

The following suggestions come from successful substitutes. They apply across grade levels and subjects.

- Arrive at school with sufficient time to organize your materials and familiarize yourself with the school rules, bell times, and procedures.
- Take advantage of available school resources, starting with the office. Check with administrators, counselors, and secretaries to get any general information you will need to know that day.
- Greet students as they arrive.
- Make sure to locate class seating chart(s) as soon as possible. Be on top of the roll call situation. If you are not sure how to pronounce a name, spell the student's name and ask the student to pronounce it. Use the seating chart to call on students.
- While you should typically find a well-planned lesson available for use, it is always a good idea to have supplemental plans handy in case the teacher's plans do not cover the time allotted for class. Your plans should be generic and deal with appropriate subject material.
- The teacher next door and those teaching in the same department can review your plans, make suggestions, and give you ideas.
- The media specialist can answer questions about the relevance of materials or can show you what is available related to your lesson plan. The specialist's help can be critical if your lesson is too short or if you

need to make sure your personal materials are appropriate to use in the classroom.

- Be flexible, expect the unexpected, and demonstrate a sense of humor.
- Allow yourself time to go over the lesson plans before the students arrive. Use bookmarks to make sure that you know which book to use and which page to turn to.

MADISON HIGH SCHOOL SCHEDULES

Regular Schedule		Two Hour Delay	
7:57	Firstbell	7:40	Teachers Report
8:00-9:30	FirstBlock	9:57	Firstbell
9:30-9:37	Break	10:00-11:00	FirstBlock
9:40-11:10	SecondBlock	11:03-12:03	SecondBlock
11:10-11:17	Break	12:06-1:48	ThirdBlock
11:20-11:47	FirstLunch(3 rd block) Science, Spanish, EC & Upper Vocation	12:06-12:33	FirstLunch(3 rd block) Science, Spanish, EC & Upper Vocation
11:50	Tardybell	12:36	Tardybell
12:07-12:34	Secondlunch(3 rd block) Math, English & S.S	12:43-1:10	Secondlunch(3 rd block) Math, English & S.S
12:37	Tardybell	1:13	Tardybell
12:50-1:20	Thirdlunch(3 rd block) Art, Music, PE, & Lower Vocation	1:20-1:48	Thirdlunch(3 rd block) Art, Music, PE, & Lower Vocation
1:20-1:27	Break	1:48-1:57	Break
1:30-3:00	FourthBlock	2:00-3:00	FourthBlock
Morning Activity Schedule (30 Minutes)		Afternoon Activity Schedule	
7:57	FirstBell	7:57	FirstBell
8:00-9:23	FirstBlock	8:00-9:25	FirstBlock
9:23-9:53	ActivityBlock	9:25-9:32	Break
9:53-10:00	Break	9:35-11:00	SecondBlock
10:03-11:26	SecondBlock	11:00-11:07	Break
11:26-11:33	Break	11:10-11:34	FirstLunch(3 rd block) Science, Spanish, EC & Upper Vocation
11:36-12:03	FirstLunch(3 rd block) Science, Spanish, EC & Upper Vocation	11:37	Tardybell
12:06	Tardybell	11:47-12:11	Secondlunch(3 rd block) Math, English & S.S
12:17-12:44	Secondlunch(3 rd block) Math, English & S.S	12:14	Tardybell
12:47	Tardybell	12:24-12:48	Thirdlunch(3 rd block) Art, Music, PE, & Lower Vocation
12:59-1:28	Thirdlunch(3 rd block) Art, Music, PE, & Lower Vocation	12:48-12:55	Break
1:28-1:35	Break	12:58-3:00	FourthBlock
1:38-3:00	FourthBlock	1:03-1:33	ActivityBlock
		1:33-3:00	FourthBlock
Pep Rally Schedule			
7:57	FirstBell	11:31-11:58	Secondlunch(3 rd block) Math, English & S.S
8:00-9:15	FirstBlock	12:01	Tardybell
9:15-9:22	Break	12:06-12:33	Thirdlunch(3 rd block) Art, Music, PE, & Lower Vocation
9:25-10:40	SecondBlock	12:33-12:40	Break
10:40-10:47	Break	12:43-2:00	FourthBlock
10:50-11:17	FirstLunch(3 rd block) Science, Spanish, EC & Upper Vocation	2:00-3:00	Activity
11:20	Tardybell		

MadisonHighSchool

Principal

Dr. Tony Tipton

- Curriculum
- SIT
- Staff Development
- Textbooks(Media)
- AB-Tech
- Budgets
- Evaluations
- ILT's
- Scheduling

Assistant Principal

Steve Bowlin

- Discipline
- Maintenance/Facilities
- Safe Schools
- Duties
- Parking

Assistant Principal

Carolyn Franklin

- Buses/Discipline
- LEA-1st Contact
- Fire Drills
- State Reports
- Lockers
- Field Trips
- SSMT
- Testing-Assist Teachers
with materials & research

Vocational Director

Norris Gentry

- Scheduling
- Budget
- Teacher
Evaluations/Observations
- Attendance of Vocational
functions

Athletic Director

Darren Ponder

- Scheduling
- Budget (with bookkeeper)
- Activity Buses
- Athletic Duties

SSMT

- At Risk Students (PEP)
- 504/Homebound referrals
- EC referrals