

Winston County Board of Education

2015-2016 Handbook For Substitute Teachers

25101 Highway 195
P. O. Box 9
Double Springs, AL 35553
(205) 489-5018

Superintendent
Greg Pendley

Substitute Teacher Handbook

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I. Introduction

The Winston County BOE Handbook for Substitute Teachers is designed to provide substitute teachers with the necessary information to successfully transition into the classroom and provide continuity in the education of students during the absence of the classroom teacher. This handbook will provide information for the substitute teacher, the classroom teacher, and other school staff involved with substitute teaching. The substitute teacher must be prepared to accept the teaching responsibilities of the classroom teacher without loss of educational opportunities. Substitute teaching is a challenge that must be tackled with a conscientious effort. Hopefully, this handbook will be a tool to guide you down the successful path of substitute teaching. If you have questions that this handbook does not address, please contact the Human Resources Department at the Central office.

Substitutes are managed by the Human Resources Department. Should you have any questions about substitute teaching, please contact a HR representative at (205) 489-5018. One person at each school (usually the school secretary) is also designated as the school contact for substitutes. If you are unable to immediately reach a noted contact, you should always feel free to call Nikki Shipman, Payroll Specialist, at (205) 489-5018 or Danny Springer, HR Director, at (205) 489-5018.

EQUAL EMPLOYMENT OPPORTUNITY

(Board policy, 5.13.1) The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference. Subject to the limitations set forth in 4.6.2, the general complaint (grievance) policy (4.6.1) may be used to present any complaint alleging unlawful discrimination or harassment. Inquiries regarding compliance and complaint procedures can be directed to:

Mrs. Sara Ritter, Administrative Assistant

Winston County Board of Education

25101 Highway 195

Double Springs, AL 35553

(205) 489-5018

II. Governing Principles

Mission Statement:

The Winston County School System will prepare students for the 21st Century by engaging all learners in meaningful learning experiences that meet the highest educational and ethical standards in a caring, collaborative learning community supported through partnerships with parents and families, businesses, civic organizations, and higher education.

Values and Beliefs:

Students:

- have a shared responsibility for their own learning;
- have individual learning styles, needs, and gifts; education is most successful when these attributes are respected and utilized;
- must be prepared to embrace new opportunities and challenges in order to successfully transition from school to post-secondary education and/or careers;
- school readiness is a critical component of school success.

Parents:

- Is a student's first teacher;
- have a shared responsibility for their student's learning;
- must be empowered by schools to prepare for and support their student's learning;
- have the right to be involved and informed about school policies and their student's progress.

Employees:

- Every employee is an educator and has shared responsibility for student learning;
- Effective classroom teachers are critical and assume primary responsibility for student learning;
- Effective leadership is key to student learning;
- Collaboration is fundamental to successful outcomes;
- Advancing the capabilities of all employees is essential to an excellent educational system.

Community:

- Learning is best served when collaboration occurs among students, parents, school and district personnel, and communities;
- Communities benefit from a strong public education system;
- Well managed physical facilities are a community asset and must be specifically designed, constructed, and maintained to advance learning.

Education System

- Education enhances the quality of life and is the foundation for a strong and free society;
- Education is a dynamic process improved through a continuous cycle of assessment, reflection, and modification;
- Educational resources must be managed effectively, transparently, and equitably;
- High standards and expectations must be maintained through a system of accountability.

III. General Information

SALARY INFORMATION

Substitute Pay for 2015-2016 as follows:

Substitute Aide	\$55.00/day
Substitute Bus Driver	\$49.00/day
Substitute Custodial 8hr	\$58.00/day
Substitute Custodial 6hr	\$44.00/day
Substitute Lunchroom –	
4hr	\$29.00
6hr	\$44.00
6 ½ hr	\$48.00
7hr	\$51.00
8hr	\$58.00
Substitute Nurse/Aide	\$55.00/day
Substitute Teacher	\$55.00/day

NOTE: Substitute pay runs one month behind

Example: If a sub works in September, they are paid for those days on the last working day of October; days worked in October are paid on the last working day of November.

VIEWING PAYSTUBS AND W’2s ONLINE

1. Click the pay stub link on the winstonk12.org home page under the ‘Employees’ heading. This link will take you to a pop up box asking for your email user name and password. All substitutes will use the same email user name and password as follows:
 - a. User name - `winston67`
 - b. Password - `$winston`
2. After you have entered this information you will be automatically linked to document services. Before proceeding in document services, please print and follow the directions located on the winstonk12.org home page under the ‘Employees’ heading labeled ‘Paystub Instructions’.

Winston County Contact Information & Addresses

Please verify school starting and ending times prior to confirming an assignment. Substitutes are required to report 15 minutes before school starts and remain 15 minutes after school for a total of 7.5 hours. The school times that are listed below have the 15 minutes built in the start and end times.

WINSTON COUNTY BOARD OF EDUCATION
PO BOX 9, 25101 HIGHWAY 195 DOUBLE SPRINGS, AL 35553
PHONE 205-489-5018 FAX 205-489-3203

ADDISON ELEMENTARY

Jeff Scott jscott@winstonk12.org
P. O. Box 660, 16411 CO RD 41
Addison, AL 35540
Phone: 256-747-1665
Fax: 256-747-1654

LYNN HIGH

Todd Tittle ttittle@winstonk12.org
531 E Main Street
Lynn, AL 35575
Phone: 205-893-5471
Fax: 205-893-2484

ADDISON HIGH

Micah Smothers msmothers@winstonk12.org
PO Box 240, 151 School Drive
Addison, AL 35540
Phone: 256-747-2286
Fax: 256-747-6410

MEEK ELEMENTARY

Amy Hiller ahiller@winstonk12.org
6613 CO RD 41
Arley, AL 35541
Phone: 205-221-9425
Fax: 205-221-5886

DOUBLE SPRINGS ELEMENTARY

Keith Hood khood@winstonk12.org
PO Box 550, 123 Old School Rd
Double Springs, AL 35553
Phone: 205-489-2190
Fax: 205-489-5159

MEEK HIGH

Marla Murrah mwmurrah@winstonk12.org
6615 CO RD 41
Arley, AL 35541
Phone: 205-384-5825
Fax: 205-221-6825

DOUBLE SPRINGS MIDDLE

Ben Aderholt baderholt@winstonk12.org
PO Box 669, 1218 CO RD 24
Double Springs, AL 35553
Phone: 205-489-3813
Fax: 205-489-8832

WINSTON COUNTY HIGH

Jeff Cole jcole@winstonk12.org
PO Box 549, 1222 CO RD 24
Double Springs, AL 35553
Phone: 205-489-5593
Fax: 205-489-8204

LYNN ELEMENTARY

Bryan Heck bheck@winstonk12.org
PO Box 307, 531 E. Main Street
Lynn, AL 35575
Phone: 205-893-5702
Fax: 205-893-2484

TECHNICAL CENTER

Bart Shannon bshannon@winstonk12.org
PO Box 1000, 1122 CO RD 24
Double Springs, AL 35553
Phone: 205-489-2121
Phone: 205-489-2121

Alternative School 205-489-5698
Child Nutrition 205-489-8638
Maintenance 205-489-2891
Special Education 205-489-3439

NW Alabamian 205-486-9461
ABC 33/40 205-403-3340
Channel 6 Fox 800-624-9272
Winston Sheriff 205-489-2115
EMA Director 205-489-2747

DEPARTMENT OF TRANSPORTATION

James Allen Pruitt japruitt@winstonk12.org
1041 CO RD 24
Double Springs, AL 35553
Phone: 205-489-5761
Fax: 205-489-8361

Frequently Asked Questions

What do I need to do to be counted “present” for payroll purposes?

You are required to sign in at the front office if substituting for a teacher.

All other personnel will have a timesheet to sign.

All substitutes are required to turn their own timesheet to the bookkeeper (any school) to be turned into payroll. This is to ensure working hours do not exceed 30 hours per week.

Can I substitute only at certain schools or will I be required to substitute at all schools in Winston County?

You may specify certain schools where you are willing to substitute. That may be one specific school or it may be a specific level of school (example: elementary schools only). Remember that you are likely to have more substitute assignments to choose from if you are willing to substitute at more schools.

Once I have made a designation of which schools I will go to, can that be changed?

Yes, contact the Payroll Specialist at (205) 489-5018 and state which schools you would like to add or delete.

Do I have to be able to substitute every day of the week to be on the substitute list?

No, you have complete control over your schedule.

How will I find the classroom that I am assigned for? How will I find the lesson plans?

When you arrive at your assigned school, you should first go to the main office to clock in. Someone there will direct you to your assigned classroom or will ask someone to take you there. A substitute folder will either be given to you in the office or will be available in the classroom. If you have difficulty finding lesson plans or other materials, ask a nearby teacher for help or contact the main office for assistance.

What should I do if I have a problem while substituting?

If you have a minor problem with a student or notice something in the classroom that needs attention, leave a note for the teacher. If you have a problem that needs attention immediately, talk with the school principal or with another teacher who can give you advice about what to do.

When should I send a student to the nurse?

Often students will request to go to the nurse when a sub is in the room. Use your best judgment in determining if the complaint is valid. If it is a minor complaint (i.e. hurt finger with no blood or bruising visible), encourage the student to stay in the room to avoid other students making the same request.

What should I do if I need to take a restroom break and the students are in the classroom?

Ask a teacher next door or across the hall to monitor the class for you.

What special arrangements need to be made if I am substituting for a teacher whose class is going on a field trip?

Call the school in advance and inquire about the appropriate dress for the trip in the event casual clothes or comfortable shoes are required.

What do I do if I do not have enough copies of a test or worksheet left by the teacher to give students?

Ask a nearby teacher to make copies, or note on the lesson plans that there were not enough copies for students and their names.

How often am I required to attend substitute training?

Each substitute should attend training on an annual basis. The training will be offered at a campus in each local community once per semester.

Substitute Removal: A principal may request for a substitute to be removed from his / her school. If a substitute receives TWO requests to be removed from a school, a phone call will be made from the Human Resources Department to notify the sub of this request and serve as a verbal warning. If THREE requests to be removed from a school are made by principals, the substitute will no longer be allowed to serve in this capacity for Winston County Schools. A phone call or letter will notify the substitute of this decision.

SUBSTITUTE EMPLOYEE CLOCKING IN & OUT PROCEDURES

Clocking In:

- Front desk personnel at the school will direct you to the school sign in sheet.
- You will then be asked to sign “IN” for the teacher as a substitute. Your signature confirms this is the teacher you are replacing.
- Please confirm all assignments and rosters with the front office. Ask the secretary/principal if you have questions.
- Do Not leave campus for lunch
- If you worked more than 5 hours the system will automatically deduct 30 minutes for lunch.

Clocking Out:

- These procedures are the same as the Clocking In
- Please ensure the room and all materials are secure before your leave. Do not leave any students in the building unsupervised.
- Please complete your substitute evaluation and leave it with the secretary/principal.
- You will then be asked to sign “OUT” for the teacher as a substitute. Your signature confirms this is the teacher you are replacing.

Responsibilities of the Substitute Teacher

A. Professionalism

- Sign the Substitute Agreement Form and return it to the Human Resource Department.
- Substitute teachers should be willing to accept all calls to work unless it is impossible to do so.
- **Substitute teachers should cancel an assignment that has been accepted ONLY if it is absolutely necessary due to personal illness or other unavoidable situation. It is not appropriate to cancel one substitute assignment so that you can accept a different assignment for the same original day.**
- Substitute teachers are subject to the same rules and duties as classroom teachers.
- Substitute teachers should maintain the same ethical standards of confidentiality as classroom teachers.
- **Substitute teachers should follow all FERPA guidelines with regard to student privacy. Substitute teachers should not discuss their classroom experience except with appropriate school personnel or as directed by a school administrator. Social Media is never an appropriate to discuss events related to substitute teaching responsibilities.**
- Substitute teachers should maintain a professional attitude toward students, faculty, and staff.
- Substitute teachers should maintain the same standards of dress as classroom teachers (your dress should distinguish you from students).
- Substitute teachers should avoid using cell phones during the day while supervising students.
- If other teachers are absent and a substitute cannot be secured, you may be asked to assist with another class during the planning time for your assigned teacher. **Do not leave school before the end of the day even if your assigned teacher has a planning period at the end of the day since you may be needed for additional student supervision.**
- Substitute teachers should never bring tobacco, alcohol, and/or weapons on campus. Smoking is prohibited on the entire campus at all Hoover City Schools.

B. Arrival / Departure

- Arrive on site at least 15 minutes before the beginning of school. Even earlier than that will give you a chance to get everything ready before students arrive.
- The first item of business is ALWAYS to report to the front office.
- **Sign-in** at specified location at school.
- Upon receiving the substitute folder, report to your assigned class and review procedures for schedule, attendance, lesson plans, classroom management, and safety procedures (for safety procedures, review the section of the substitute handbook entitled "Emergency Procedures").
- Substitute teachers should remain on campus the entire day.
- Leave the room at the end of the day in a neat and orderly fashion. Be sure the classroom door is closed.
- Leave a note for the regular teacher. Tell him/her about any parts of the lesson plan that you were not able to complete. Describe other activities that you included. List problems you encountered and students who were especially helpful.
- **Sign-out** at the specified location at school.

C. Classroom Guidelines

- It is important that substitute teachers follow established lesson plans as closely as possible. You may add other activities if all items left by the regular teacher have been completed.
- It is not appropriate for a substitute to eat, drink, chew gum, or make/receive phone calls when students are in the room.
- When lesson plans/materials are not available, please consult the nearest faculty member for advice on contingency curriculum plans and/or how to contact department head or grade level chairperson.
- Consult substitute folder for helpful information regarding trustworthy students, class schedule, bathroom/hall procedures, location of materials in classroom, emergency dismissal procedures, tornado / fire drill procedures, etc.
- Leave a detailed report for the teacher including incidents or abnormalities. Focus on student behavior and lesson effectiveness.
- You must notify an administrator if you suspect, or have been advised of student abuse/neglect. Document such a case for your own records.

Emergency Procedures

Review individual school emergency procedures in the event there are fluctuations from the information provided below.

Fire Drill

- Signal may vary according to building.
- During drill/alert everyone will exit the building to a predetermined area. Please refer to map posted by the exit door of each classroom.
- Take classroom roster with you to account for your students. Report a student absence to the closest administrator.
- Wait for signal to return to class.

Tornado / Weather Drill/Building Evacuation

- Signal may vary according to building.
- During drill/alert everyone will exit the classroom to a predetermined area. Please refer to map posted by the exit door of each classroom.
- Take classroom roster with you to account for your students. Report a student absence to the closest administrator.
- Wait for signal to return to class or move students to alternate location at the direction of the school administrator.

Lockdown - (active shooter, violent suspect on campus, an escaped felon in the immediate area, etc.)

- Administrators should lock all exterior doors.
- Substitute Teachers are to take the following course of action:
 - a. Close classroom doors.
 - b. Turn out lights and close blinds.
 - c. Turn off all electronic devices.
 - d. Move students to safest part of the room (out of view of door/windows).
 - e. Make sure that all students are silent.
 - f. Do not open door for any reason, or for anyone. A police officer or administrator will notify you at the conclusion of the lockdown.

If YOU ARE A SUB FOR A P.E. TEACHER, CONSULT ANOTHER P.E. TEACHER ON STAFF REGARDING CODE YELLOW/RED LOCKDOWN PROCEDURES

Classroom Management

- Winston County Schools expects you to maintain an environment in which teaching and learning can occur.
- To achieve this environment:
 - a. Be proactive.
 - b. Stay amongst your students. Never teach from behind the desk.
 - c. Require your students to pay attention, be respectful, and remain on task.
 - d. Be enthusiastic, interested, relaxed, and pleasant.
 - e. Have emergency extra activities on hand for appropriate grade level.
- To maintain discipline:
 - a. Be fair, firm and consistent.
 - b. Praise in public, criticize in private.
 - c. Do not use sarcasm or other embarrassing methods.
 - d. Avoid using "group punishment."
 - e. Remain positive.
 - f. Call attention to a student's good behavior rather than misbehavior.
- Ask for assistance from an administrator when needed, but do not be too quick to turn the situation over to someone else. You should maintain control of the students by providing good activities in a pleasant, organized, and professional manner. To call for help from an administrator too soon sends a message to the students that you cannot manage the situation on your own.

Typical Scenarios and Effective Responses

The Disruptive Student: During a classroom discussion, while most students are raising their hands to speak, one girl talks out of turn, doesn't raise her hand and becomes somewhat disruptive.

First: Don't respond to her. Look at the students who are raising their hands, choose one of them to call upon and say, "Thank you for raising your hand."

Second: When you ask the next question, continue to reinforce appropriate behavior, as you move closer to the non-cooperative student. Don't reinforce inappropriate behavior by responding.

On the third question, if the offending student raises her hand, call on her, thereby reinforcing positive behavior.

The Noisy Class: Although you told the students the assignment is to be completed silently, they continue to talk.

Ask yourself why the students are talking. Are they confused about the assignment? You may need to re-teach, or work through the first question or problem as a class. Did something happen during the day that needs to be dealt with? You may have to deal with it before the students can settle down.

Then restate your expectation, in clear, concise terms, as well as the consequences for failing to live up to the expectations. For example, "Here's what I expect. Your feet should be on the floor and you should be facing me. There is to be no talking. If you raise your hand, I will come to your desk to help you. If you choose not to live up to my expectations the consequences will be..."

Helpful Hints to all Substitutes

- Be early!
- Introduce yourself to your students. Write your name on the board.
- Keep accurate attendance and tardy records.
- Obtain the complete attention of the class before giving instructions.
- Read and follow instructions in the daily school notices.
- Be firm, fair, and consistent in matters of discipline.
- Seek information as needed from other teachers and the school administration.
- Do not criticize the work of an absent teacher or the school policy.
- Refrain from discussing one school in another school.
- Report to the office when you arrive at the school and before leaving each day.
- Encourage students to remain in their classroom at all times.
- Avoid allowing students to use the teacher's supply area or storeroom.
- Enrich the instructional program with information that is pertinent to the subject being studied.
- Maintain teacher standards.
- Adhere to the policy that corporal punishment is NEVER administered by a SUBSTITUTE teacher.
- If you have access to classroom keys, keep the keys on your person at all times if possible. Remember to return them to the office at the end of the day.
- Remember that working with children and young people is fun! Keep a smile on your face, and enjoy your day!

Some Additional Activities for the Classroom

Elementary Lessons

1) The Alphabet Book

- assign each student a page to make for the book
- students will write the letter in both upper and lower case at the top of the page
- then the students will draw and color a picture of an object that begins with the letter
- lastly, the students will write the word at the bottom of the page

*You can also have students create a cover.

2) The Name Game

- give each student a piece of paper and show him or her how to fold it into ten boxes
- have students put one letter from their names in each square
- have the students draw a picture in square using the letter in the picture

3) Name Poetry

- students create a poem using the letters of their name as the first letter of the first word in each line of the poem
- students can also illustrate their poems and share them with the class

Middle School Lessons

1) Current Events

- students discuss current event and then write a journal entry about it

2) Map Maker

- students create a map of their classroom or school
- they must include a legend, compass, and scale on their map
- students can draw on their map and color it to complete the assignment

3) Create a story

- divide the class into groups, each group will write a story
- place the first sentence of the story on the board
- students pass the story around and each person will add one sentence
- story should be passed around the group more than once to finish it
- students can then illustrate their story (example: write about a UFO sighting)

High School Lessons

1) Current Events

- students discuss a current event and write a journal entry about it

2) Film Critic

- students can work in pairs to create a review to a movie

- give students a limited amount of time to come up with a “thumbs up” or “thumbs down” review to present to the rest of the class

- students must give specific examples of what they liked or disliked about the movie

- when students are finished, they may present to the class

3) Journal Writing

- think of a creative journal idea and write the prompt on the board

- students then write to answer the prompt

Resources for the Substitute Teacher

Internet:

ALEX (Alabama Learning Exchange) -

<http://alex.state.al.us/index.php>

- detailed curriculum for subjects and grade levels, Web resources, and lesson plans are included on this site

Substitute Teaching Division – <http://stedi.org>

- instructional resources as well as opportunities for professional development through printed materials and professional conferences

Super Substitute Teachers –

<http://www.supersubstituteteachers.com>

- instructional resources and filler activities for the substitute teacher’s “survival kit or backup plan”

Teacher Vision – www.teachervision.fen.com

- printable books and worksheets, newsletters, and classroom-ready lesson plans

Funbrain – www.funbrain.com

- online educational games for students, primarily in grades K through 8

Free Puzzlemaker/Discover Education –

www.discovereducation.com/puzzlemaker

- customized word search puzzles, crossword puzzles, word lists, and other instructional supports

Books:

Classroom Management for Substitute Teachers

by S. Harold Collins

Mastering the Art of Substitute Teaching

By S. Harold Collins

Winston County Board of Education

SUBSTITUTE TEACHER HANDBOOK ACKNOWLEDGEMENT

I, _____, acknowledge by my
(name of substitute teacher)

signature that I have received, read, and understand the *Winston County Board of Education Substitute Teacher Handbook* and agree to comply with all components of the handbook.

(signed) _____
(substitute teacher)

DATE _____

NOTE: Please detach this page after signing and return it to the Central Office. This signed acknowledgement will become a part of the substitute teacher's personnel records.

Substitute Teacher Evaluation Form

This form is to be completed by the building administrator or classroom teacher on the first day following the substitute's teaching assignment. Thank you for your cooperation and feedback.

Substitute Name	Date of assignment
Principal	School
Full Time Teacher Name	Grade/Subject

Please rate the substitute teacher on the following items:	YES	NO	N/A
Followed provided lesson plans			
Supplied students with teacher provided hand-outs			
Collected any necessary paperwork as requested by classroom teacher			
Left comments about each class taught/summary or work covered			
Provided a detailed list of any disciplinary actions taken			
Maintained discipline within the classroom			
Took attendance			
Left notes about absences and tardies			
Arrived on time and observed student schedules			
Readily adaptable to substitute teaching position			
Provided a favorable learning environment			
Maintained professional appearance/attitude			
Received favorably by students			
Cooperated with building staff			
Left room in an orderly condition			

*N/A = Not Applicable

Please comment on any strengths of the substitute teacher:

PLEASE TURN OVER TO COMPLETE OTHER SIDE

Please comment on any areas for improvement of the substitute teacher:

Performance Summary:

Excellent →		Satisfactory →		Unsatisfactory →	
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Please list reasons for a rating of Unsatisfactory: