

Substitute Teacher Handbook

Metamora Township High School

District #122

101 W. Madison St.

Metamora, IL 61548

(309) 367-4151

To make internal calls within the building,
enter a three digit extension.

To make an external call, dial 9 and then the number.

Below are extensions that may be helpful if you have a question.

Office	Extension
Superintendent's Office	511
Principal's Office	521
Dean of Students	531
Athletic Director/Dean	541
Guidance	551
Curriculum Director	641

Online at mths.us

For email correspondence, send a message to
rdanner@mths.us

Updated on February 25, 2011

FORWARD

Dear Substitute:

Welcome to Metamora Township High School! Thank you for all of your work and assistance instructing our students.

This handbook has been prepared to assist you in your duties as a substitute teacher at MTHS. Its purpose is to inform you of the procedures, policies, and regulations governing the operating of this school.

The task of a substitute may prove to be one of the most difficult you will encounter in your teaching experience. Routines and procedures are often unfamiliar. Students may be slow to adjust to a change of teachers.

It is your responsibility to acquaint yourself with the materials contained in this packet. You are expected to conform with the procedures outlined. Please feel free to contact Rhonda Danner at extension 511 or by sending an email to rdanner@mths.us if you have any questions or suggestions.

Thank you,

MTHS Faculty, Staff, and Administration

GENERAL INFORMATION

OFFICE CHECK-IN

Upon arrival, you are to report to the Superintendent's Office for information about your assignment for the day. Substitutes are paid at the rate of \$85.00 per day.

WORKING HOURS

All teachers, including substitutes, are to report to work no later than 8:00 AM with the exception of 1st and 8th hour preps. You are free to leave after the students have exited the building. No teacher should leave the building during the school day without notifying the office and explaining the reason. If the teacher you are subbing for has 1st hour prep, you should be in the classroom by 8:45 AM to prepare for the class. If the teacher has 8th hour prep you may leave at 2:45 PM.

You will be called to substitute at the earliest possible time after the opening is known. If you are called late, an approximate arrival time should be established so the classes may be covered until your arrival.

SUBSTITUTE ABSENTEEISM

If for one reason or another you discover the morning you are scheduled to sub that you cannot fulfill the obligation, please call Rhonda Danner at 367-4151 ext. 511 any time after 7:00 AM or her cell phone at any time 251-6263. If something comes up and you know the evening before, you may call her cell phone.

PARKING

Do not park where you are keeping another person from leaving (double park). Please park in the teacher's parking lot north of the vocational building. You can enter the drive on the east side of the school by the grove (lots of trees) and keep driving down a little hill to an open field. The parking lot is on the left.

TELEPHONE

Teachers will not be called from class to take a telephone call except in case of emergency. If you are expecting an emergency call, let the office know and you will be called to the phone. Cell phone use should be limited to prep time and the lunch break.

LESSON PLANS

Information should be located on top of the teacher's desk or in another location clearly visible to the substitute teacher.

BELL SCHEDULE

Period	Regular Schedule	Late Start (2 nd and 4 th Wednesday)
1	8:15-9:00	9:05 - 9:43
2	9:05-9:50	9:48 - 10:26
3	9:55-10:40	10:31 - 11:09
4	10:45-11:30	11:14 - 11:52
5A	11:35-11:55	11:57 - 12:17
5B	12:00-12:20	12:22 - 12:42
5C	12:25-12:45	12:47 - 1:07
6	12:50-1:35	1:12 - 1:50
7	1:40-2:25	1:55 - 2:33
8	2:30-3:15	2:38 - 3:15

EMERGENCY DAYS

In the case of inclement weather conditions, school cancellation will be announced on local television and radio stations. Information will also be posted on the school website mths.us.

EMERGENCIES AND DRILLS

Each teacher has a Crisis Response Guide in his or her room. The fire evacuation and tornado shelter plans are posted by the door of every classroom. Remember to take the class roster with you during an emergency, take roll, and report absent students to the administration at the front of the building.

STUDENT INJURIES

When an accident occurs involving anyone (student or adult), the following procedures should be closely followed:

The adult employee who has been informed about an injured student or who observes an injury should report the incident to the school nurse. The school nurse can be contacted by dialing extension 532 or sending an email to cchristy@mths.us. The nurse will assist in filling out the appropriate forms to document the accident/injury.

PERSONAL APPEARANCE

Professionals have an obligation to be appropriately dressed and groomed. Students may be negatively influenced by teachers who do not set a proper example. Therefore, you are expected to be neatly groomed and appropriately dressed for your particular assignment.

CLASSROOM MANAGEMENT AND RELATED DUTIES

ATTENDANCE

The effectiveness of our attendance record keeping rests largely with the classroom teacher. One of the specific duties of a teacher under law is pupil accounting. Please follow the guidelines below in your attendance procedure:

1. Since we are preparing students for jobs in business, professions, and industry, we should stress regular attendance and promptness.
2. The teacher should first set the example by being in the classroom before the students arrive ready to begin work.
3. Students should be required to be in the classroom ready to work on time. Students who arrive after the tardy bell are to be marked as tardy.
4. **Attendance should be taken hourly. Please call the Dean's office, ext. 533, as soon as roll is taken at the beginning of each class period with names of students absent.**

STUDENT SUPERVISION

The Illinois School Code specifically designates pupil supervision and accounting as a duty of teachers. Students are the responsibility of the teacher during the entire time they are assigned. For the protection of the teacher, the following guidelines should be closely observed:

1. Be in your classroom when the class is to begin whether or not all the students are there.
2. Do not allow students to leave the class without permission and then only for necessary reasons.
3. Do not dismiss class early since the students are your responsibility until the class ends.

All teachers are to assume building and student supervision whenever they are on school grounds and throughout the day. Controlling student conduct is everyone's responsibility both ethically and legally.

All teachers are requested to supervise the hallways around their areas during class changes.

DISCIPLINE

Classroom control is a necessary factor in effective teaching. The best discipline, however, comes from within the classroom and not from pressures applied externally by the administration. The philosophy on which we wish to operate is that the teacher is responsible for the discipline within the classroom and we believe that teachers are fully capable of this approach. Earn a reputation for yourself by insisting on good order.

In spite of all your efforts, discipline problems will from time to time arise. When students are removed from class, give specific instructions for them to go to the Dean's Office. A Dean's Office runner will return with a blank discipline notice. This informs the teacher that the student arrived at the Dean's Office. If you do not receive a blank notice in a timely manner, contact the Dean's Office with the name of the student and information about the incident.

The following suggestions should prove beneficial in helping you to be successful in this very important duty.

- **Be Alert:** It is of considerable advantage for a teacher to stand where all activities of students may be seen. Try to hear and see all that is happening in the class.
- **Establish a Seating Plan if one is not provided:** It seems to be true that certain students have a bad effect upon others.
- **Maintain a Professional Demeanor:** Avoid criticism and sarcasm.
- **Establish/Follow Rules:** Let the student know from the beginning what you expect of and from them. Do not make your rules unreasonable, but do not make them so lax you lose control of your students.
- **Group Punishment:** Don't punish an entire class because of the misdeeds of a single offender. Get the majority with you, not against you. It is better to permit the guilty pupil to escape punishment than to punish even one innocent pupil. Do not punish for suspected behavior.
- **Threats:** Avoid threats you can't enforce, for example, "Leave, and don't come back."

DISMISSAL OF STUDENTS

It is your responsibility to supervise your students and see that they are busy, well behaved, and properly dismissed. Improper behavior, early departures, and students loitering near exits often develops into a discipline problem.

ASSEMBLIES

Teachers are to accompany their class to the auditorium or the location where the assembly is being held. They should sit among the students in case they need help with remembering how to properly act.

HOUSEKEEPING

Teachers are responsible for keeping their shop or classrooms in good order. Teachers are requested to turn off unnecessary lights, close windows, and lock their area when not in use. Teachers are expected to see that desks, books, chairs, and other equipment receive proper care.