

# Handbook for Substitute Teachers

## Mountain Brook Schools



**July, 2016**

Mountain Brook Board of Education  
32 Vine Street  
Mountain Brook, Alabama 35213  
(205) 871-4608

Superintendent  
Dr. Dicky Barlow

Director of Personnel  
Dr. Susan Cole

Administrative Assistant to Personnel  
Mrs. Pat Quinn

### **Statement of Nondiscrimination**

The Mountain Brook School system does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability or age in any of its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding nondiscrimination policies:

Dr. Dale Wisely—Director of Student Services (Title VI)  
([wiselyd@mtnbrook.k12.al.us](mailto:wiselyd@mtnbrook.k12.al.us))

Dr. Susan Cole—Personnel Director (Title IX)  
([coles@mtnbrook.k12.al.us](mailto:coles@mtnbrook.k12.al.us))

Dr. Missy Brooks—Director of Instruction (Title II)  
([wildman-brooksm@mtnbrook.k12.al.us](mailto:wildman-brooksm@mtnbrook.k12.al.us))

Mrs. Shannon Mundy—Special Education Director (Section 504)  
([mundyl@mtnbrook.k12.al.us](mailto:mundyl@mtnbrook.k12.al.us))



MOUNTAIN BROOK  
SCHOOLS

*effective | challenging | engaging*

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## **INTRODUCTION**

WELCOME to Mountain Brook Schools! Substitutes are such a vital part of our district and we value your contributions to our students. The Mountain Brook City Schools 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 Central Office.

Mrs. Sylvia Harper and Mrs. Pat Quinn are the primary contacts for substitutes in our school district. They will be happy to answer your questions about substitute teaching, and will give you initial training on AESOP. The phone number for the Personnel Department is 414-3833 or the main board number, which is 871-4608. One person at each school (usually the school secretary) is also designated as the school contact for substitutes. If you cannot reach Mrs. Quinn or one of the school contacts, please feel free to call Mrs. Harper with any questions you have.

## **EQUAL EMPLOYMENT OPPORTUNITY**

*The Board is an equal opportunity employer. (Board Policy G-2) It shall be the policy of the Mountain Brook City Schools to recruit and select for employment the best qualified applicant for each position within the school district, without regard to race, creed, age, sex, marital status or national origin.*

*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 G-2, the general complaint (grievance) policy (G-34) may be used to present any complaint alleging unlawful discrimination or harassment. Inquiries regarding compliance and complaint procedures can be directed to:*

*Dr. Susan Cole, Director of Personnel  
Mountain Brook Schools  
32 Vine Street  
Mountain Brook, AL 35213  
(205) 414-3833*

## **PURPOSE STATEMENT, VALUE AND GOALS OF MOUNTAIN BROOK SCHOOLS**

**PURPOSE: The purpose of Mountain Brook Schools is to provide an effective, challenging, and engaging education for every one of our students.**

### **VALUES**

- \* Respect for others
- \* Caring environment
  - \* Trust
- \* Focus on students
- \* Effective communication
  - \* Learning
- \* Shared decision-making
- \* Innovation, creativity, risk-taking
- \* Evaluation based on performance
  - \* Excellence
  - \* Expertise of staff
- \* Community involvement

### **GOALS**

1. Develop and implement an effective, challenging, and engaging curriculum which promotes the highest level of academic excellence and personal growth for each student.
2. Ensure that each individual is prepared to become an independent, lifelong learner.
3. Effectively integrate the use of technology into all instructional and support programs.
4. Assist our students in gaining admission into the college of their choice.
5. Promote a safe, orderly environment free of alcohol, tobacco, and other drugs.
6. Provide a climate that recognizes diversity and encourages respect for all persons.
7. Recruit, hire and retain the most effective personnel.
8. Design, implement, and support an exemplary professional development program for all staff.
9. Design, implement, and support an exemplary performance evaluation program for all staff.
10. Empower all staff as leaders, enhancing site-based and shared decision-making.
11. Communicate effectively and efficiently with parents, students, community, and school personnel.
12. Effectively interface with other school systems and governments at all levels.
13. Secure financial resources necessary to achieve our goals and use the best management information practices to ensure fiscal responsibility.
14. Build, operate, and maintain facilities which will accommodate all programs and curricula of the school system.

## **SUBSTITUTE PAYROLL INFORMATION**

Substitute Employees are persons employed to work on a daily basis or for a period of brief duration to replace persons absent or on an approved short term leave are substitute employees. Persons in this category include teachers, teacher aides, secretarial staff, bus drivers, custodians, CNP workers, and EDP workers. Substitute and temporary employees are not eligible for benefits and privileges available to permanent, part time and full time employees. Pay for substitute employees is paid at a rate that is set by the Mountain Brook Board of Education.

## **SALARY SCHEDULE**

### **SUBSTITUTE TEACHERS AND INSTRUCTIONAL AIDES**

\$70.00/day Certified and Non-Certified (Substitute certificate OR Current teacher certificate required)

Long Term Substitute Rates: *We primarily use Kelly Educational Services for long term substitutes.*

First consecutive 15 days: \$70.00 per day

Beginning on the 16<sup>th</sup> day: Certified Substitutes, Step 1, Teacher Salary Schedule - \$197.15 per day

Non-Certified Substitutes - \$75.00 per day on the 16<sup>th</sup> day

Aide Substitutes – Beginning on 16<sup>th</sup> day: Hourly rate commensurate with Step 1, Aide Salary Schedule

### **SCHOOL NURSE**

RN: \$25.00 per hour

LPN: \$18.00 per hour

### **SUBSTITUTE BUS DRIVER**

\$15.00 per hour

### **EXTENDED DAY SUBSTITUTE**

\$8.67 per hour

### **Secretarial Staff**

\$70.00 per day

### **Custodian Staff**

\$9.45 per hour

### **CNP Staff**

\$10.56 per hour

**NOTE:** Substitutes are paid on the last day of each month and according to the payroll cutoff date.

**Example:** If a sub works on September 4<sup>th</sup>, 9<sup>th</sup> and 23<sup>rd</sup>, they are paid for the 4<sup>th</sup> and 9<sup>th</sup> on the last working day of September and are paid for the 23<sup>rd</sup> on the last day in October because that day fell into the next pay period.

**SCHOOLS AND CONTACT INFORMATION FOR MOUNTAIN BROOK SCHOOLS**

**BOARD OF EDUCATION 414-3833 FAX 802-1627**

**32 VINE STREET 35213**

**SUSAN COLE, DIRECTOR OF PERSONNEL**

Pat Quinn, Secretary

**BROOKWOOD FOREST 414-3700 FAX 969-8121**

**3701 SOUTH BROOKWOOD ROAD 35223**

**NATHAN PITNER, PRINCIPAL (7142) CHRISTY CHRISTIAN, LEAD TEACHER (7155)**

Robin Seale, Secretary (7144)

Sharon Mumm, Technology Coordinator (7156) 414-3702

**CHEROKEE BEND ELEMENTARY 871-3595 FAX 877-8312**

**4400 FAIR OAKS DRIVE 35213**

**BETSY BELL, PRINCIPAL (7253) JENNIFER GALLOWAY, ASST. PRINCIPAL (7249)**

Reed Ellis, Secretary (7250)

Kenneth Camp, Technology Coordinator (7223) 877-8309

**CRESTLINE ELEMENTARY 871-8126 FAX 877-8324**

**3785 JACKSON BLVD. 35213**

**LAURIE KING, PRINCIPAL (7302) JOSH WATKINS, ASST. PRINCIPAL (7303)**

**CATHERINE WATERS, ASST. PRINCIPAL (7305)**

Kathy Dye, Secretary (7366) Jane Dickens, Secretary (7307)

Paula Stanbridge, Technology Coordinator (7319) 877-8326

**MOUNTAIN BROOK ELEMENTARY 871-8191 FAX 877-8330**

**3020 CAMBRIDGE ROAD 35223**

**ASHLEY MCCOMBS, PRINCIPAL (7415) BRANNON AARON, ASST. PRINCIPAL (7414)**

Stewart Sevier, Secretary (7413)

Thea Patrick, Technology Coordinator (7435) 877-8334

**MOUNTAIN BROOK JR. HIGH 871-3516 FAX 877-8340**

**205 OVERBROOK ROAD 35213**

**DONALD CLAYTON, PRINCIPAL (7546) DEREK DEARMAN, ASST. PRINCIPAL (7547)**

**BROOK GIBBONS, ASST. PRINCIPAL (7549)**

Connie Crutchfield, Admin Secretary. (7552)

Suzan Brandt, Technology Coordinator (8500) 877-8347

**MOUNTAIN BROOK HIGH SCHOOL 414-3800 FAX 969-8113**

**3650 BETHUNE DRIVE 35223**

**AMANDA HOOD, PRINCIPAL (7613) LISA MCCLAIN, ASST. PRINCIPAL (7614)**

**JEREMY CRIGGER, ASST. PRINCIPAL (7770) BEN HUDSON, ASST. PRINCIPAL**

**(7648)**

Angela Garrett, Receptionist (7610) Paige Lee, Attendance Secretary (7655)

Joani Kay, Technology Coordinator (7615) 414-3804

## **Emergency Procedures**

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

### **Fire Drill**

- Signals 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. A student may have been with the nurse or a resource teacher.
- Wait for the signal to return to class.

### **Tornado / Weather Drill**

- Signals 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. Everyone will go to the main floor or basement.
- Take classroom roster with you to account for your students. Report a student absence to the closest administrator.
- Wait for a signal to return to class.

**Lockdown - Code Yellow** (Bomb threat, police K-9 search, escaped felon in the community, etc.)

- Administrators should lock all exterior doors.
- Teachers should close and lock their classroom doors.
- Substitute P.E. teachers should consult other P.E. teachers on lock down procedures for the gym.
- Students are to remain in the classroom at all times during the lockdown. Classroom activities should continue with business as usual.
- Teachers may open the classroom doors in order to allow students to enter classrooms.
- During lockdown, teachers should inspect their classrooms to determine if anything appears out of place.
- An administrator will advise teachers when the lockdown has ended.

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

- Administrators should lock all exterior doors if possible.
- Substitute Teachers are to take action as quickly and calmly as possible
- Close classroom doors.
- Turn out lights and close blinds.
- Turn off all electronic devices.
- Move students to safest part of the room (out of view of door window).
- Make sure that all students are silent.
- Do not open door for any reason, or for anyone. A police officer or administrator will notify you at the conclusion of the lockdown.



## **USING AESOP –** **Automated Substitute Placement and Absence Management**

Mountain Brook Schools uses an automated system for managing and assigning substitutes called AESOP. This stands for “Automated Educational Substitute Operator.” When you are initially added to our substitute list, you will be given an introduction to this system. This computerized “sub caller” program contacts Mountain Brook substitutes who have not selected an assignment for a particular day.

There are two ways for you to access the AESOP system. You can call a toll-free telephone number – **1-800-94-AESOP (1-800-942-3767)** or you can use the internet by going to the AESOP website at [www.aesopeducation.com](http://www.aesopeducation.com). In addition, AESOP will contact you by phone (unless you specify that you don’t want to receive calls) to ask if you are available for a specific substitute assignment.

Feedback from our substitutes tells us that they like this automated program for several reasons. One of the primary reasons is that you have a great deal of control. You can be proactive and find substitute assignments that you prefer rather than waiting to receive a telephone call asking if you are willing to accept an assignment being offered. All assignments, both past and future, are recorded by AESOP; you can access this information any time you would like. If your schedule changes and you are not available to substitute on certain days, you can let AESOP know so you won’t be bothered with calls for those days. You can even tell AESOP to call you only at certain times of the day or not to call you at all if you want to get all your assignments on the internet.

All information in AESOP is accessed by using an ID and PIN number. You will get this information when you initially enroll as a substitute with Mountain Brook City Schools. You can change your password anytime you would like to do so. AESOP is available 24 hours a day for teacher reports of absences and for substitute selection of vacancies, but telephone calls to substitute teachers are made only between 6:00 A.M. to 10:00 P.M.

While AESOP is very easy to use, we know there will be times that you will have questions or need help. Call Mrs. Pat Quinn (414-3833), and she will be happy to help you. We want you to be comfortable with AESOP, and we will provide any help or assistance that you need!



## **GENERAL INFORMATION FOR SUBSTITUTES**

### **Assignment of Substitutes**

Substitutes are given no guarantee of a minimum number of assignments and the computerized AESOP system begins each daily calling cycle at new spot on the substitute teacher list. Teachers can also request specific substitute teachers when arranging an absence. In a typical school year, there are very few absences in August or September, when teachers are rested and healthy, but be patient because business will increase for you. January through May are usually the busiest months for substitute teaching assignments.

### **Accepting/Refusing a Substitute Assignment**

Occasionally, arrangements can be made for a substitute teacher several weeks ahead of the actual need; however, many openings are made known early in the morning of the date needed. This may mean that you can expect phone calls as early as 6:00 A.M. and you must be ready to be on your way to the assignment within an hour or so. Cooperation and understanding of the time problem is greatly appreciated. If you are unable to substitute for a few days or longer, or you do not wish to be called at all (knowing you will check AESOP online for sub jobs), you can set these preferences up by accessing AESOP online.

On any given day, you may be one of a limited number of candidates available and upon whom the district must rely to assure appropriate educational services to students in Mountain Brook Schools. When accepting a substitute assignment, it is important to fulfill the obligation.

### **Removal from the Substitute Roster**

Please request in writing that your name be removed from the substitute list if you are no longer available to accept substitute teaching assignments. Individuals can also be removed from the list for consistent refusal /cancellation of assignments, unavailability, poor performance reports from school administrators or other issues. The Principals and the Personnel Director make the final decisions and resolutions regarding removal from the substitute roster.

### **Change of Address, Email and Telephone**

Please call or email the district's central office and let Pat Quinn know if there are any changes in your address, email or telephone number. Our primary method of contact with substitutes is through email, so please check your email regularly.

### **Emergency Weather Schedule**

In the event of dangerous weather conditions, schools may be closed or on an abbreviated schedule. Local television and radio stations will be informed of the emergency schedule. If no media announcements are made, it means Mountain Brook Schools are in session. If schools are closed, assigned substitutes should not report to their scheduled school. If schools are on an emergency schedule, schools could operate with a delayed starting time, which means a delayed arrival time for teacher and scheduled substitutes.

## RESPONSIBILITIES OF A SUBSTITUTE TEACHER

### Professionalism

**One of the most important aspects of being an effective substitute teacher is viewing yourself as a professional. Substitute teachers are obligated to practice professional ethics in working with students, parents and teachers. Students will encounter substitutes on a regular basis, so you are a very important part of the educational process. You help our students continue learning by ensuring they complete the assignments left by the classroom teacher.**

- Substitutes should sign the Substitute Agreement Form and return it to the Human Resource Department. This is given out at training.
- 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 an assignment at another school or for another teacher.
- Substitute teachers are subject to the same rules and duties as classroom teachers.
- Substitute teachers are responsible for the safety of students under their supervision. If a student appears to be ill or hurt, contact the nurse or front office immediately.
- Substitute teachers should maintain the same ethical standards of confidentiality as classroom teachers.
- Substitute teachers should maintain a professional attitude toward students, faculty, and staff. Please be courteous and fair and avoid unfavorable criticism of the students, teachers or parents.
- Substitute teachers should maintain the same standards of dress as classroom teachers (your dress should distinguish you from students). Dress comfortable, but professionally. Professional dress builds respect and positive reactions. This is a quick, but effective ingredient in good classroom management.
- Substitute teachers should avoid using cell phones, laptops or iPads during the day while supervising students. **Substitutes must read and agree to the district's Technology Policy.**
- 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 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 weapons on campus. Smoking is prohibited on all campuses of Mountain Brook Schools.

### **Arrival / Departure**

- Check AESOP the morning of your assignment to verify a sub is still needed.
- Arrive on site at least 20 minutes before the beginning of school. The earlier you arrive, the better chance you will have to get everything ready before students arrive.
- The first item of business is ALWAYS to report to the front office and introduce yourself to school personnel. Get a name tag and sign the Mountain Brook Leave Request Form.
- Upon receiving the substitute folder, report to your assigned class and review procedures for schedule, attendance, lesson plans, classroom management, and safety procedures. The handbook includes a section entitled "Emergency Procedures." Also, consult the substitute folder for helpful information and names of trustworthy students to help you.
- Locate needed materials and supplies. Locate the fire and safety drill procedures generally posted by the classroom doors.
- Leave the room at the end of the day in a neat and orderly fashion. Be sure the classroom door is closed and all lights are turned off when you leave.
- 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.
- Before you leave for the day, go by the office to leave the substitute folder or leave it on the teacher desk (per school procedure) and sign out.
- **IMPORTANT:** Be sure to sign the Mountain Brook Leave Request Form, especially if you did not sign it in the morning. That is the form you need to sign in order to get paid for the day!
- *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 or 3.5 hours if a half day. The school times are 7:50 A.M. to 3:00 P.M or 3:19 P.M. at the high school.*

## **Confidentiality**

It is unprofessional and illegal to disclose confidential information about students. You should avoid comments about individual students that convey private information such as grades, medical conditions, learning or discipline problems, etc. Do not gossip or discuss incidents about classes or students. This applies in the teachers' lounge at school and in the community. Please seek advice of school personnel about how to deal with certain students or classes, but do not let the conversation develop into one of complaining, ridiculing or spreading rumors about students, staff or parents. Always follow the confidentiality procedures outlined in initial training on FERPA – the Family Education Right to Privacy Act.

## **Technology Usage**

- Please check with each school Substitute Coordinator about use of the computer for checking attendance. You may be given a guest log-in for this purpose.
- Please check with each school Substitute Coordinator about student usage. If students are allowed to use the class computers or laptops, always monitor them closely.
- Use of personal technology devices should be avoided at all times, except during your break time. This includes, but is not limited to, personal cell phones, iPads, iPods, MP3Players, PDAs, PDA cell phones, personal laptops, beepers, etc.
- All technology users, including but not limited to computer users, are subject to the Mountain Brook Schools Technology Usage Policy, as well as, accompanying guidelines.
- The complete policy will be given to substitutes at training but may be viewed on line on the Mountain Brook Website under Technologies in the section, Mountain Brook Schools Technology Policy.

## **Telephone Usage**

- There is a telephone in each classroom for your use.
- Students are not allowed to use the telephone in the classroom.
- Please check the teacher's substitute folder for instructions on how to dial the school office or nurse's office, etc.
- You are asked not to make lengthy personal phone calls and to use it only during your break times for that purpose.



## **Medication**

Medication should only be administered by the school nurse or other appropriate health care personnel, not the classroom or substitute teacher. Do not give a child a Tylenol or any medication that is your personal medication. All medication given to students must be approved by their parents and should be administered by the nurse. If you have a concern about a student receiving medication, contact the school nurse or the office. When a child tells you they need to go to the nurse for medication, do not inquire why they are taking the medication and the name of the medication. Pick up the phone in the classroom and dial the nurse to inform her that the student is on their way to the health room to take their medication and to expect them in a few minutes.

## **Substitute Agreement Form**

A principal may request for a substitute to be blocked from substituting from his/her school. If a substitute receives TWO requests to be blocked 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 blocked from a school are made by principals within a two year range, the substitute will no longer be allowed to serve in this capacity for Mountain Brook Schools. A substitute could be removed from the approved list after ONE incident depending on the severity of the request from the principal for removal. A phone call or letter will notify the substitute of this decision. All substitutes are required to sign this Substitute Agreement.

## **Classroom Guidelines - Best Practices**

- The most crucial reasons you are in the classroom are to ensure safety and provide appropriate instruction.
- If you have access to classroom keys, keep the keys on your person at all times, if possible. Remember to turn in the keys to the office at the end of the day.
- Be attentive and present for the benefit of all students in the classroom.
- Follow the lesson plans left by the teacher as closely as possible to ensure that student learning is not interrupted. Cover only materials and activities that were designated and leave future lessons for the classroom teacher. You may add activities, if all items left by the teacher have been completed.
- When lesson plans are not available, consult with the nearest faculty member for advice on contingency curriculum plans and/or how to contact the department head or grade level chairperson.
- Give one instruction at a time and be clear and consistent. Follow through with instructions.
- Do not give an assignment and sit down to read or use the computer. Circulate the room to monitor students' behavior and work completion.

- Never leave a class unattended. If you need to use the restroom, please ask the teacher next door or across the hall to watch out for your students.
- Leave a detailed report for the teacher regarding 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.
- Show respect to students for their cultural backgrounds. Keep your religious, political and social beliefs to yourself.
- Use only proper humor and avoid sarcasm and sexual or racial jokes.

### **Discipline/Classroom Management**

**Mountain Brook Schools expects substitutes to maintain an environment in which teaching and learning can occur. Usually our students are cooperative and well behaved. If you send a student to the assistant principal or principal due to discipline matters, please notify the administrator that the student is on his/her way to the office. You remain with the class to provide supervision. The Student Code of Conduct is located for your review on the Mountain Brook website under Student Services.**

### **To achieve an effective, challenging and engaging environment:**

- Familiarize and enforce school rules and model them for students. For example, it is not appropriate for a substitute to eat or chew gum when students are in the room, if students are not allowed to do so.
- Maintain classroom discipline. Be friendly and positive with students in order to gain their cooperation. Use verbal praise and reinforcement. Establish standards for working before the class period begins. Insist that the students raise their hands before volunteering information.
- Be proactive. Greet the students at the door and stand at the door during class changes at the Junior High and High School.
- Introduce yourself and set the parameters at the beginning. Ask that the students call you by your last name, i.e. Mr. Jones instead of Mr. Jim. Write your name on the board, an outline of the day and the assignments that the teacher has left in order to start the day in an organized fashion.
- Be sure you have the attention of everyone in your classroom before you start your lesson. Create a business as usual atmosphere.

- Use the technique of direct instruction to begin each class by telling the students what is expected and the goals of the class. You should explain what the students will be doing during the class period.
- **The key to good classroom control is to circulate.** While the students are working, make the rounds. Check on their progress. An effective teacher will make a pass through the whole room about two minutes after the students have started a written assignment and periodically throughout the remainder of the time.
- Require the students to pay attention, be respectful and remain on task. Do not attempt to talk over the chatter or students who are not paying attention. Keep explanations short and to the point, but allow for questions.
- Be fair, firm and consistent. Look for positive behavior. Praise in public and criticize in private. Do not use sarcasm or other embarrassing methods for classroom management.
- Avoid using group punishment. Remain calm and positive even in a stressful situation.
- Call attention to a student's good behavior rather than any misbehavior. Say something like, "I really like the way Jane is getting her work done and how she is being so quiet."
- Use "I" messages to confront a student who is misbehaving. They are intended to be clear statements of what the student is supposed to do. Say, "I want you to complete your assignment." "I need for you to stop talking and do your work." "I know your teacher will be happy to find out that you completed your work when she returns."
- Explain the lesson and carry out the assignment to the best of your abilities. Seek help from a neighboring teacher or if you need help with the technology, contact the school technology coordinator who will be happy to assist you.
- 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. However, use your judgment and do call an administrator if the situation seems to be getting out of control and the safety and well-being of any student is in danger
- Do not hesitate to send a disruptive student who continually misbehaves to the office, if he/she has not complied with your directives in a reasonable time. Use the telephone to call for help from an administrator or to notify them you are sending someone to the office. Stay with your class.
- Mountain Brook Schools prohibits the use of corporal punishment and substitutes are required to follow the Restraint and Seclusion Policy. This topic is addressed thoroughly at training.



- At the end of the period or day, remind students of their homework. Be sure the students straighten out their desks and leave the area around their desk or table in an orderly fashion. Leave the students' work in an organized manner on the teacher's desk.
- Depending on the school, leave the substitute folder on the teacher's desk or return them to the front office. Be sure to include any anecdotal notes for the teacher to let them know what happened during the day.
- Return your name to the front office and check out for the day. Remind the secretary to call you again to substitute at their school.

### **On Alert: Crisis Procedures**

- Be aware at all times of the teacher's professional and legal responsibilities for the safety and welfare of the students. Students are not to be left unattended in the classroom. If an emergency arises and you need to leave the classroom, arrange for another staff member to assist so the class will be supervised. Make a quick check of attendance after each break or class change in the day's activities.
- Be aware at all times of the location of students in the class. Students should not be released during the school day to anyone, including parents or legal guardians, nor should they leave the premises without the approval of the school office. School administrators will call students to the office or come and get them if they are to be dismissed early.
- Fire and severe weather drill instructions and other emergency procedures are posted in each classroom. Become familiar with assigned exits and shelter areas. Complete instructions on emergency procedures are available at each campus.
- Ask for assistance from a qualified staff member at any time, if you are uncertain about what actions to take.

### **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.

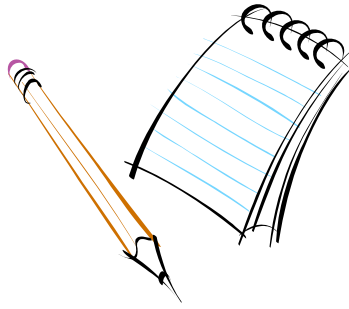
On the third question, remind the class to answer they must raise their hand and, if the offending student raises her hand, call on her, thereby reinforcing positive behavior.

**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...”





## A Note from the Sub:

Here is an example of a helpful note from a substitute to the teacher to let him/her know what happened during the day.

Date: \_\_\_\_\_

Dear \_\_\_\_\_

My day in your classroom was \_\_\_\_\_.

These students were very helpful; \_\_\_\_\_.

These students were absent: \_\_\_\_\_.

This is what we did today in class:

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These were the problems that I had and what we did to resolve them:

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Thank you for letting me sub in your class. Please call me again.

Sincerely,

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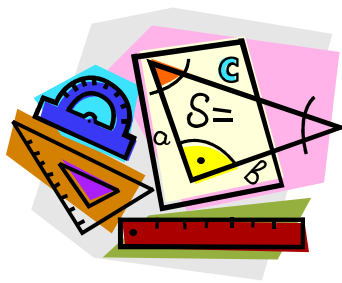
## **FIVE IMPORTANT POINTS TO REMEMBER!**

1. **Expect the Best** - Having a substitute does not mean students should feel they have an easy day! Relate to your students in a firm, but positive manner. This pleasant, but firm approach will help you quickly establish a rapport with the students and put you in control of the classroom.
2. **Learn School Procedures** – Do not hesitate to ask the assistant principal or principal or other teachers for advice. Get to school early enough to learn about procedures, routines, bell signals, lunch, discipline and emergency procedures.
3. **Start Class Immediately** – Give students something to do when they come into the room. After the activity, walk around the room, learn names and talk about the activity.
4. **Learn Student Names** – Students appreciate being recognized so take a few minutes to learn their names. If this is difficult for you, ask the students to write their names on a half sheet of paper and fold it to make a nameplate on the desk. Write your own name on the board and pronounce it for the students.
5. **Switch roles** – If you should find yourself with a lesson plan that you know nothing about, assign the students the job of organizing and presenting the materials to others. The last part of the period would be used to have the students make their presentations to the class.
6. **Be patient and calm** – If students try to test you, remain objective and treat each student as an individual. If discipline is needed, speak to the student privately. Never administer corporal punishment or group punishment. If you need help with a discipline problem, consult the assistant principal or principal.



## SUMMARY OF 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 computer.
- 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.
- 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!



# Alternate Lesson Plan Activities

## 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 each 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 a current event and then write a journal entry about it to summarize it and give their opinion.
  - Students can discuss a current event, and then write a follow up article of what they think happened next.
- 2) Map Maker
  - Students create a map of their classroom or school, or a map on how to get to their house from school.
  - They must include a legend, compass, and scale on their map.
  - Students can create artwork 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 will then pass the story around and each person will add one sentence.
  - The 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 Lesson

- 1) Current Events
  - Students discuss a current event and then write a journal entry about it or give their opinion.
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- 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.
  - Students can be allowed to come up with a different ending to the movie.
- 3) Journal Writing
  - Think of a creative journal idea and write the prompt on the board.
    - Students then write to answer the prompt. Example: Give your opinion on whether you think students should be allowed to .....???



**Record of Substitute Teaching**

This form will help you keep a record of your substitute assignments. Compare this list with your pay check each month. Call the Payroll Department if you believe there is a discrepancy.

**Record of Substitute Teaching**

| <b>Date</b> | <b>School</b> | <b>Substituted For</b> | <b>Subject/Grade</b> |
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## Mountain Brook Schools

Frequent Contacts / Telephone Numbers

AESOP – 1-800-942-3767 or [www.aesonline.com](http://www.aesonline.com)

Central Office Pat Quinn 414-3833

### School Phone Numbers

|                             |          |
|-----------------------------|----------|
| Brookwood Forest Elementary | 414-3700 |
| Cherokee Bend Elementary    | 871-3595 |
| Crestline Elementary        | 871-8126 |
| Mountain Brook Elementary   | 871-8191 |
| Mountain Brook Junior High  | 871-3516 |
| Mountain Brook High School  | 414-4800 |

*Substitutes are very important people in Mountain Brook Schools! Thank you for your time and service to our children!*