



# MADISON PUBLIC SCHOOLS

## SUBSTITUTE TEACHER HANDBOOK 2017-2018

*Everything you need to know about substitute teaching...  
But may not have had time to ask!*

Madison Public Schools  
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203.245.6300  
[www.madison.k12.ct.us](http://www.madison.k12.ct.us)

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# Welcome School Year 2017-2018

*Dear Substitute Teacher:*

*The Madison Public Schools welcomes you and hopes that your work experience with us will be enjoyable. As a substitute teacher, you are an important member of our instructional program.*

*The service that you have agreed to provide is a vital one and no school system can function effectively without it. This school system takes the position that substitute teachers should not merely provide class coverage but must provide competent, effective instruction. Substitutes are responsible for upholding the mission statement of the district, implementing lesson plans provided by teachers, along with adhering to and enforcing the policies and rules of the schools and the district.*

*In order to assist substitute teachers with the skills to effectively provide a quality educational experience, the district requires all substitute teachers to complete an on-line training program through The ED Training Center. Additional information on this program is provided in this handbook. This handbook is being supplied as a resource about the substitute procedures in our school system. The school in which you are substitute teaching may also have school-specific material to assist you. You are encouraged to depend upon the administrative staff and other school personnel for information and support.*

*I hope that you find substitute teaching a rewarding experience.*

*Sincerely,*



*Thomas R. Scarice  
Superintendent of Schools*

## MISSION STATEMENT

The Madison Public Schools are driven by a mission to prepare all learners to make a unique positive contribution in a complex, global society. We are committed to fostering the diverse talents and abilities of each and every child in an emotionally and physically safe environment. We envision learning as joyful and learners as passionate. We support our educators as innovators in a dynamic pursuit of continuous improvement.

We are committed to the work that will lead to the development of all learners' capacities to:

- Put ideas in action by thinking critically and creatively to identify and solve authentic, complex problems;
- Communicate and collaborate purposefully and effectively using a variety of media;
- approach learning with effort and persistence while responding to success and failure with resiliency, reflection, and adaptability in an ever-changing world
- make ethical and responsible decisions

## **Substitute Teachers Qualifications**

All approved Substitute Teachers have successfully completed the following two steps:

### **Step 1 – Required Paperwork:**

- Completed on-line application form via Appli-Track
- Submit electronic version of current resume via Appli-Track
- Submit electronic proof of 4-year degree (copy of transcripts or college diploma) via Appli-Track
- Completed W-4 Forms (both federal and state)
- Completed I-9 (required identification presented to Central Office Personnel)
- Completed tuberculin test certificate
- Fingerprinting (must pass a criminal record check - results of fingerprinting are forwarded to us from LEARN or from the Commissioner of Public Safety)
- Department of Children and Families (DCF) Background Screening
- Acknowledgement of Receipt of CT DCF Mandated Reporter Information

### **Step 2 – Screening Interview:**

Interviews are required for all applicants with the Human Resources Director and/or Administrator(s) at Central Office. During the Screening Interview, applicants are asked general questions about substitute teaching and real-life classroom scenarios. (The screening interview is waived for returning Madison Public School staff who left the district in good standing.)

Successful candidates will be recommended for the substitute pool. Please remember that substitute teaching assignments are subject to availability and no one is guaranteed an assignment.

### **A Substitute Teacher will be removed from the active substitute list if:**

1. The Substitute calls or writes a statement that such action is to be taken.
2. The Substitute has not taken an assignment with the district within a reasonable time period.
3. The Substitute does not respond to the annual Letter for Reasonable Assurance.
4. The Substitute's performance proves to be unsatisfactory.
5. The Substitute's name will be removed from an individual school list at the request of the school's principal.

This handbook is not intended to create or constitute an express or implied contract between Madison Public Schools and any of its employees. Madison Public Schools may terminate the employment relationship at any time for any or no reason. This is called "At-Will" employment. Please note that as an "At-Will" employee you are not eligible for unemployment compensation.

## **Substitute Teacher Training**

In order to provide Substitute Teachers with the tools necessary to be successful, the district provides a required on-line substitute teacher training course through The ED Training Center. Approved Substitute Teachers need to complete and pass (with a score of 80% or better) a 5-course on-line training program entitled *Introductory Teacher Training for Substitute Teachers*. The Substitute Teacher is given an access code to the program and is expected to submit a certificate of achievement to the Human Resources Department within one month of their first assignment. The training includes the following:

### **Introductory Teacher Training (for Substitute Teachers) Coursework:**

**Course 1 – Substitute Teaching 101** covers the basic and essential skills necessary to effectively work with students.

**Course 2 – Advanced Classroom Management** outlines common tips, tricks, and strategies to maintain focus in the classroom.

**Course 3 – Instructional Strategies** goes over the three different ways students learn, and provides an overview of the multiple intelligences. It also gives suggestions on how to engage all the different learning techniques and intelligences with the classroom.

**Course 4 – Exceptional Student Education** provides a crash course on some of the more common developmental disorders.

**Course 5 – Working with At-Risk Youth** goes over the different traits and characteristics of the at-risk youth and provides suggestions on how to interact and provide support for them.

The district will forward to new substitute employees an information sheet, including the required coupon / access code, which delineates the training process with The ED Training Center ([www.edtrainingcenter.com](http://www.edtrainingcenter.com)).

## **Substitute Teacher Assignments**

The Madison Public Schools utilizes an automated service to process substitute teaching assignments called AESOP (Automated Educational Substitute **O**perator). This system utilizes both the telephone and the internet to assist you in locating substitute teaching assignments in the district. To access the AESOP System, you will be provided, via letter from the Human Resources Department, an ID and PIN number.

### **AESOP PHONE INSTRUCTIONS:**

#### **WHEN AESOP CALLS YOU:**

When you answer the phone, say “Hello” and Aesop will present you the following options:

#### **If you are interested in a job, press 1**

Aesop will play you the School District Name and the School Name.

- *Enter your Pin Number followed by the pound key (#)*

Aesop will now read off all the details of the assignment

- *To accept the assignment, press 1*
- *To hear the assignment again, press 2*
- *To reject but allow additional calls that day, press 3*
- *To reject this assignment and prevent additional calls today, press 4*

When you successfully accept an assignment, Aesop will play back the confirmation number.

#### **If you are not interested in a job, Press 2 to prevent further calls that day**

#### **If you are unavailable, Press 3**

#### **WHEN YOU CALL AESOP:**

- *Dial 1-800-942-3767*
- *Enter your ID Number followed by the pound key (#)*
- *Enter your PIN Number followed by the pound key (#)*

#### **To Hear a List of Available Assignments, Press 1**

Aesop will play you a list of up to five (5) available jobs.

- *To accept an assignment, Press 1*
- *To hear the assignment again, Press 2*
- *To reject this assignment and not hear it again, Press 3*

- *To listen to the next assignment, Press 4*
- *To replay a bypassed assignment, Press 5*
- *To return to the Main Menu, Press 6*

**To Review or Cancel your Upcoming Assignment, Press 2**

- *To review your assignment for the next 7 days, press 3*
- *To return to the previous menu, Press \**

Aesop will now read off all the details of the assignment.

- *To hear this assignment again, Press 2*
- *To cancel this assignment, Press 3*
- *To listen to the next assignment, Press 4*
- *To return to the Main Menu, Press 6*

**To Review or Cancel a Specific Assignment, Press 3**

Aesop will ask to you enter the confirmation number.

- *To cancel this assignment, Press 3*
- *To listen to the next assignment, Press 4*
- *To return to the Main Menu, Press 6*

**To Review or Change your Personal Information, Press 4**

- *To review or change you name recording, Press 1*
- *To change your PIN number, Press 2*
- *To change your phone number, Press 3*

**NOTES:**

- When Aesop calls you, the phone number that appears on Caller ID is: 1-800-942-3767.
- Typically, Aesop will not leave a message on your home answering machine
- Please say “hello” in order for Aesop to being the phone call

**AESOP ON-LINE INSTRUCTIONS:**

Log onto Aesop at [www.aesoponline.com](http://www.aesoponline.com)

- *Enter your ID and PIN numbers*

Download the On-Line Instruction Guide:

- *Located on left side of screen, “Quick Start User Guide”*
- *Select “Web Guide”*

## Compensation

All Substitute Teachers are paid for actual numbers of days taught and are not eligible for benefits through the Madison Public Schools. The substitute pay rate is \$80 for a full day assignment and \$40 for a half-day assignment. In the event a Substitute Teacher is needed for more than ten (10) consecutive days for the same teacher, the daily rate increases to \$100 per full day assignment on the eleventh (11<sup>th</sup>) day and thereafter.

Occasionally, long-term substitute positions of more than forty (40) days become available. Candidates for long-term positions must hold an appropriate Connecticut Teaching Certification. Interested candidates must apply on-line at [www.madison.k12.ct.us](http://www.madison.k12.ct.us) and will be subject to a separate review and interview process. Compensation for a long-term substitute position of more than forty (40) days is \$100 for the first forty (40) days and \$240.16 on the forty-first (41<sup>st</sup>) day and beyond.

Paraprofessional substitutes are compensated at \$11.00 per hour.

Paychecks will be mailed to your home address or you have the option of completing a direct deposit form. Payroll questions should be directed to the Payroll Department at (203) 245-6306.

## Payroll Cut Off Days

Substitute Teachers are paid two weeks in arrears according to the following 2016/2017 payroll schedule:

<b><u>Month</u></b>	<b><u>Cut Off Day</u></b>	<b><u>Issue Date of Pay</u></b>
September	9/8/17	09/22/17
	9/22/17	10/6/17
October	10/6/17	10/20/17
	10/20/17	11/3/17
November	11/3/17	11/17/17
	11/17/17	12/1/17
December	12/1/17	12/15/17
	12/15/17	12/29/17
	12/29/17	1/12/18
January	1/12/18	1/26/18
	1/26/18	2/9/18
February	2/9/18	2/23/18
	2/23/18	3/9/18
March	3/9/18	3/23/18
	3/23/18	4/6/18
April	4/6/18	4/20/18
	4/20/18	5/4/18
May	5/4/18	5/18/18
	5/18/18	6/1/18
June	6/1/18	6/15/18
	6/15/18	6/29/18



## Directory

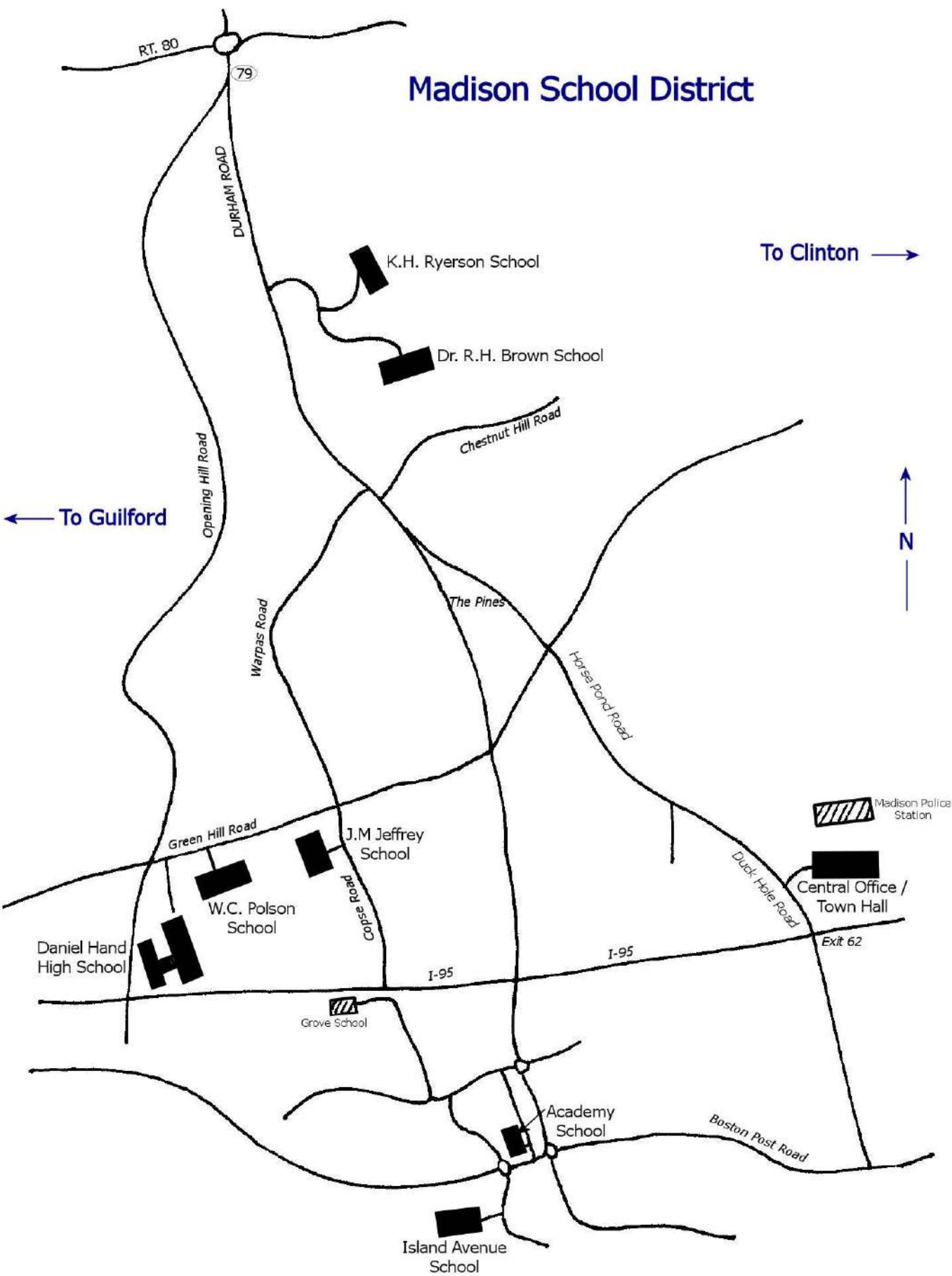
### *Administration:*

Thomas R. Scarice	Superintendent	(203) 245-6300
Gail Dahling-Hench	Assistant Superintendent	(203) 245-6300
Elizabeth Battaglia	Director of Special Education and Student Services	(203) 245-6300
Heather Dobson	Director of Human Resources	(203) 245-6309
Jo-Ann Marron	Administrative Assistant for Human Resources	(203) 245-6313

### *Schools:*

SCHOOL	PHONE	WORK HOURS	PRINCIPAL	ASSISTANT PRINCIPAL	SECRETARY
Daniel Hand High School	(203) 245-6350	7:05 a.m. – 2:30 p.m.	TJ Salutari	Cindy Schneider Brian Bodner	Peggy Keenan Carla Marino
Walter C. Polson Middle School	(203) 245-6480	7:15 a.m. – 2:30 p.m.	Frank Henderson	Rebecca Frost	Donna Peck Lynn Lindahl
Robert H. Brown Middle School	(203) 245-6400	7:45 a.m. – 3:00 p.m.	Julianne Phelps	Rebecca Coiteux	Karen Beckwith Judy Warfel
J. Milton Jeffrey School	(203) 245-6460	8:30 p.m. – 3:45 p.m.	Kathryn Hart		Denise Harvey
Kathleen H. Ryerson School	(203) 245-6440	8:30 a.m. – 3:45 p.m.	Kelly Spooner		Liz Solin
Island Avenue School	(203) 245-6450	8:20 a.m. – 3:45 p.m.	Doreen O’Leary		Sandra Davis
Town Campus Learning Center	(203) 245-1078	8:30 a.m. – 3:30 p.m.	Elizabeth Battaglia		Renee Butler

# Madison School District



## **Island Avenue School**

### **Traveling on I-95 North**

Take EXIT 61 (RT 79) - toward MADISON/N.  
MADISON At end of ramp turn RIGHT onto DURHAM RD (RT 79) Turn RIGHT onto BOSTON POST RD/US-1 Turn LEFT onto ISLAND AVE School will be on your RIGHT

### **Traveling on I-95 South**

Take EXIT 61 (RT 79) - toward MADISON/N.  
MADISON At end of ramp turn LEFT DURHAM RD (RT 79) Turn RIGHT onto BOSTON POST RD/US-1. Turn LEFT onto ISLAND AVE. School will be on your RIGHT

## **Kathleen H. Ryerson School and Dr. Robert H. Brown School**

Both of these schools share the same driveway, first school on LEFT is Ryerson, second school at the top of the hill is Brown.

### **Traveling on I-95 North**

Take EXIT 61 (RT 79) - toward MADISON/N.  
MADISON At end of ramp turn LEFT onto DURHAM RD (RT 79) Follow DURHAM ROAD approximately 4 miles Driveway to both schools will be on your RIGHT

### **Traveling on I-95 South**

Take EXIT 62 (HAMMONASSETT STATE PARK) Turn RIGHT onto HAMMONASSET CONNECTOR HAMMONASSET CONNECTOR becomes DUCK HOLE RD  
1.1 miles DUCK HOLE RD becomes HORSE POND RD 1.9 miles At blinking light, turn RIGHT onto DURHAM RD (RT 79) Follow DURHAM ROAD approximately 1.4 miles Driveway to both schools will be on your RIGHT

## **J. Milton Jeffrey School**

### **Traveling on I-95 South**

Take EXIT 61 (RT 79) - toward MADISON/N.  
MADISON At end of ramp turn RIGHT onto DURHAM RD (RT 79) Continue on RT 79 to stoplight, LEFT onto GREEN HILL ROAD Turn LEFT onto COPSE RD School will be on your RIGHT

### **Traveling on I-95 North**

Take EXIT 61 (RT 79) - toward MADISON/N.  
MADISON At end of ramp turn LEFT onto DURHAM RD (RT 79) At second stop light, turn LEFT onto GREEN HILL ROAD Turn LEFT onto COPSE RD School will be on your RIGHT

## **Walter C. Polson Middle School and Daniel Hand High School**

### **Traveling on I-95 South**

Take EXIT 61 (RT 79) - toward MADISON/N.  
MADISON At end of ramp turn RIGHT onto DURHAM RD (RT 79) Continue on RT 79 to stoplight, LEFT onto GREEN HILL ROAD Both schools are on the LEFT, Polson is the first driveway, Daniel Hand is the second driveway.

### **Traveling on I-95 North**

Take EXIT 61 (RT 79) - toward MADISON/N.  
MADISON At end of ramp turn LEFT onto DURHAM RD (RT 79) At second stop light, turn LEFT onto GREEN HILL ROAD Both schools are on the LEFT, Polson is the first driveway, Daniel Hand is the second driveway.

## **Central Office – Madison Public Schools**

### **Traveling on I-95 South**

Take EXIT 62, HAMMONASSETT CONNECTOR At end of ramp turn RIGHT Continue for approximately ½ mile Turn RIGHT onto CAMPUS DRIVE Bear LEFT when driveway splits Enter double doors of building, Board of Education/Central Office is first door on RIGHT.

### **Traveling on I-95 North**

Take EXIT 62, HAMMONASSETT CONNECTOR At end of ramp is a stop light. Turn LEFT crossing the HAMMONASSETT CONNECTOR Continue for approximately ½ mile Turn RIGHT onto CAMPUS DRIVE Bear LEFT when driveway splits Enter double doors of building, Board of Education/Central Office is first door on RIGHT.

## **Expectations**

Teachers have high expectations of others coming into their classrooms. Always remember that you are a valued and important part of the educational system. Never diminish your role as a substitute teacher. Teachers appreciate having a person come into their classroom who is caring and capable. By being prepared, poised, and professional, you will greatly reduce the stress on the teacher, the students and yourself.

### **Professional Attire**

Substitutes should maintain high standards of professional appearance, thereby reflecting the dignity of the education professional and serving as role models for students.

### **Identification Badges**

All substitutes will be issued a photo identification badge from the Madison Public Schools. Substitutes must bring their identification badge with them to their assignment and wear the badge at all times while on school property.

### **Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) has afforded students the right and protection of confidentiality. All student records and any personally identifiable information is confidential and may not be shared with others without expressed written permission. Expectations of all individuals include that knowledge about students and staff of a personal nature that is acquired through one's employment by the Madison Public Schools is not to be shared outside of a professional context.

### **District Policies**

The Madison Board of Education has a number of policies regarding students and staff. Listed below are some important policies for your reference. To review these full policies and other district policies, you may access the Madison Public Schools' website at <http://www.madison.k12.ct.us/boe/policyindex.htm>.

### **Use of Technology**

Computers, systems and software are provided to staff for activities directly related to teaching and learning. Substitute teachers are not provided with access to district technology and should not utilize equipment owned and operated by the Madison Public Schools. At the high school level, a substitute teacher may need access to school technology in order to fulfill the lesson plan. In this situation, substitutes will be provided with a one-day access code from the Main Office. *(Reference District Policy #4150)*

### **Smoking**

Smoking is not permitted in any school building or on any school property. *(Reference District Policy #4116)*

### **Alcohol and Drug Use**

Employees shall not use, distribute or possess controlled substances or alcoholic beverages in any school building or on any school grounds. (*Reference District Policy #4112.5*)

### **Student Safety**

The Madison Public Schools has an emergency management plan which is available in each school classroom. You should be aware of individual policies in each school regarding visitors and dismissing students.

Each classroom should have a posted Fire Drill Exit and Lock-Down Procedure. Please be sure to read this carefully and know which exit the classroom you are covering uses in case of an emergency evacuation.

Most classrooms and playground accidents should be handled with common sense. All buildings have a nurse on duty. Please make yourself aware of the location of the school health office and the best way to contact a nurse in the case of an emergency situation. Refer all students with injury (even minor ones) to the nurse. NEVER give medication to a student.

If a student is sick or complains about an illness, contact the school office or the health office to find out the correct procedure. Elementary students should not be sent out of the classroom alone (another student may accompany them to their destination).

Never leave students unattended. Contact another staff member if you must leave the classroom for any reason. (*Reference District Policy #5120*)

### **Use of Cell Phones**

Cell phones should not be utilized by staff members during a classroom or instructional period.

## **Responsibilities of the Teacher**

In order to derive the most benefit from this guide, you need to know what is expected of the teacher. The teacher is expected to:

1. Leave plans that are clearly outlined and easy to follow.
2. Leave daily program schedule.
3. Leave manuals and desk copies of books available (Plans should note pages in books and manuals).
4. Leave an up-to-date seating plan.
5. Leave list of information such as:
  - a. Milk money and price;
  - b. Lunch money and price;
  - c. Special classes (art, music, library, physical education) and time of the day;
  - d. Specialists' visits and time of the day;
  - e. Children who leave the classroom for scheduled activities and time of day.
6. Have a description of routine procedures available in the plan book such as:
  - a. Passing paper and books;
  - b. Transitioning from individual to group work;
  - c. Hanging up and getting coats;
  - d. Leaving the classroom for recess, bathroom, library and dismissal;
  - e. Plans for fire drills and other emergencies.
7. Leave important information about children:
  - a. Special accommodations for children.
  - b. Contacting school nurse for medical concerns regarding children.
8. Upon returning to the classroom, emphasize to the children the importance of work done during his /her absence.
9. Encourage students to respect the substitute.

## **Responsibilities of the Substitute**

### **Reporting to School:**

1. Report to school as early as possible, at least 20 minutes before the start of the school day in order to prepare for the day.
2. Upon arrival at your assigned school, report immediately to the office where you will be asked to sign in and show a copy of your driver's license or other form of photo identification. The Secretary or Principal will give you instructions and your room location.
3. During the course of the day, substitutes may not leave the building without the specific consent of the school administration.

### **Preparation for the Day:**

1. In the classroom, you will need to locate:
  - a. Substitute Folder;
  - b. Textbooks;
  - c. Paper, passes and other supplies.
2. You will need to obtain information from the school office about the following procedures (may be provided in school-based substitute folder):
  - a. Lunch;
  - b. Fire Drills;
  - c. Student release from class;
  - d. Students seeing the nurse;
  - e. Equipment to be used;
  - f. Emergencies, such as accidents;
  - g. Specialist teachers such as media, physical education, art and music.
3. You will need to determine whether or not you are assigned to any of the following duties:
  - a. Bus;
  - b. Cafeteria;
  - c. Hall supervision;
  - d. Other assignments unique to the school.
4. Listed below are some suggestions which you may find helpful:
  - a. Write your name on the board;
  - b. Greet the students at the door with a smile;
  - c. Be friendly but firm;

- d. Be positive and avoid sarcasm;
  - e. Be respectful;
  - f. Maintain a sense of humor.
5. Begin your day affirmatively. Be confident. Make the students aware that “anything does not go”. Your first words and actions as a substitute will go a long way in setting the tone for the day. You must command respect by your actions. You are the role model for the children to follow.
  6. Circulate among the children. This can be done while following the lesson plans. Instructional sequence needs to be maintained.
  7. Eliminate problems by phrasing your questions so that the student will answer by raising their hands.
  8. In order to maintain discipline and class control, observe the following guidelines:
    - a. Expect good behavior;
    - b. Should an interruption occur, quietly and positively ask for cooperation;
    - c. Should a situation develop that is relatively serious, contact the department chairperson or the main office.

NEVER USE CORPORAL PUNISHMENT IN ANY WAY OR TOUCH A CHILD IN AN EFFORT TO DISCIPLINE – NEVER VERBALLY ABUSE A CHILD. Ask for assistance if a discipline problem arises that you are unable to handle.

### **During Homeroom:**

1. Conduct opening exercises (i.e. announcements)
2. Take the following when required:
  - a. Attendance;
  - b. Lunch Count.
3. Keep all items such as absence excuses for the regular teacher.

### **During Class:**

1. Take attendance.
2. Report “unaccounted for” students’ names to the office.
3. Follow lesson plans carefully, noting progress.
4. Adhere to time schedules.
5. Follow the regular teacher’s procedures whenever possible.
6. Written assignments should be collected and corrected whenever appropriate and time permits.
7. Lesson objectives should be aligned with lesson.
8. The instruction should be adapted to meet the needs of all students.



9. Anticipate those times when students must leave the room for special services provided by other professional staff members.
10. Utilize teacher manuals when appropriate.
11. Clear any communication to or from parents with the principal.

### **Teacher Report:**

For each class, leave a note in the plan book or use a designated form to inform the regular teacher of:

1. The extent to which you were able to follow the lesson plan.
2. The status of uncollected assignments.
3. Any other items appropriate for report.
4. Any uncooperative students.

### **At the End of the Day:**

1. You are expected to remain fifteen (15) minutes after the closing of school.
2. Supervise orderly dismissal.
3. Perform any expected duties.
4. Leave the room in a neat and orderly fashion.
5. Report to the office:
  - a. Return items picked up in the morning.
  - b. Obtain information regarding the next day, if applicable.

## **A Final Thought**

Without the professional services of people such as you, our district would find it difficult to operate efficiently and effectively. We hope this material will be of value in your assignment as a substitute with the Madison Public Schools.