



MIDDLETOWN PUBLIC SCHOOLS
MIDDLETOWN, CT 06457

SUBSTITUTE TEACHER HANDBOOK

Welcome

The Board of Education and the Central Administration welcome you to the professional family of the Middletown Public Schools. You, as a substitute teacher, are one of the most important members of our staff. Your continual help with classroom instruction in each of our schools has assured the continuity and integrity of the classroom.

The job of a substitute teacher is a challenging one. You are expected to step into an unfamiliar situation and to maintain the educational program for the regular classroom teacher. It will not be uncommon for you to learn a good deal about the children with whom you will work. Many regular teachers will leave information about children indicating any physical, emotional or social problems. You, of course, realize that this information is disclosed to you in strict confidence.

The purpose of this handbook is to help you, as a substitute teacher, become acquainted with the kind of service that is required and expected of each substitute in Middletown. It is hoped that this handbook may be of assistance in making the difficult job of substitute teaching easier and more effective.

The administrative, support and teaching staff at each school are ready to assist you in having a successful and pleasant substitute teaching experience. Please read this handbook very carefully. If there are still questions about your role or responsibility as a substitute teacher, please feel free to ask the Building Administrator or to call the Human Resource Office at (860) 638-1402. Additional materials may be provided to you at each school.

Please visit the district website at www.middletownschoools.org for district wide information, calendars, events, etc.

Mission

We at Middletown Public Schools believe that every child deserves rigorous curriculum, dynamic teaching and the tools and materials to facilitate learning. We hold high expectations for all children and differentiated learning opportunities will enable students to reach their potential. High quality professional development that is embedded in every day practice will improve student achievement. Strong parent and community support is essential to our schools and city.

Statement of Ethics

All substitute teachers in the district are expected to adhere to the same standards of professional ethics as any other staff member of the Middletown Public Schools. Discretion is to be used in all discussions concerning students and school matters. Student records are confidential. Conferences with parents should be conducted only with the expressed permission of the administrator.

If there are questions and/or suggestions concerning anything in the school, please address this directly with the Building Administrator. If further discussions are needed, contact the Assistant Superintendent for Curriculum.

You are responsible to follow The CT Code of Professional Responsibility for Teachers. Please follow the link below and review:

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2641&Q=321648&sdePNavCtr=|#45444>

Confidentiality

During your service as a substitute, intentional or inadvertent access to information concerning students may occur. Such information may involve such things as student records, student work, behavior or discipline issues, home environment, inclusion in the free or reduced lunch program, or participation in special education programs.

The information may come to your attention in written form, by being part of or overhearing a conversation, or by simply seeing a student in a particular situation within the school (such as in-school suspension or coming out of the office of a social worker). Any such information learned about students is strictly confidential and must be treated accordingly; it should not be shared outside of the school setting and only be shared with other school personnel who have a legitimate need for the information, within the school environment, and during school hours.

Any breach of this confidentiality requirement is highly unethical and will likely lead to your removal from the substitute list.

Administration / Central Office / Schools

		(860)
Superintendent of Schools	Patricia Charles	638-1401
Asst. Superintendent Administration	Enza Macri	638-1403
Director of Special Education	Ann Perzan	638-1434
Director of Fine Arts and Operations	Marco Gaylord	638-1485

<u>Schools</u>	<u>Address</u>	<u>Principals</u>	<u>Phone</u>
Bielefield	70 Maynard St	Jeff Fournier	347-4124
Farm Hill	390 Ridge Rd.	Richard Henderson	346-1225
Lawrence	Kaplan Dr.	James Gaudreau	632-2158
Macdonough	66 Spring St.	Steven Woznicki	347-8553
Moody	300 Country Club Rd	Yolande Eldridge	347-2561
Snow	299 Wadsworth St	Jennifer Cannata	347-2579
Spencer	207 Westfield St.	Suzanne Zahner	344-0711
Wesley	Wesleyan Hills Rd	Tom Cannata	344-0381
Keigwin	99 Spruce St	Silvia Mayo-Molina	632-2433
Woodrow Wilson	370 Hunting Hill Ave.	Cheryl Gonzalez	347-8594
Middletown High	200 LaRosa Lane	Colleen Weiner	704-4500

Substitute Hours

<u>Arrival Time</u>	<u>Dismissal</u>	<u>School</u>
8:35 a.m.	3:35 p.m.	All Elementary Schools (K-5)
7:50 a.m.	2:50 p.m.	Keigwin Middle School
7:50 a.m.	2:50 p.m.	Woodrow Wilson Middle School
7:10 a.m.	2:10 p.m.	Middletown High School

This is a 7 hour day. Substitutes may be used for all periods of the day and that may mean that you will cover in another classroom other than the one you are assigned to for the day. The only required break for the day is lunch.

IT IS VERY IMPORTANT THAT YOUR ARRIVE AT THE CORRECT TIME!



Availability

Substitute coverage is handled by the Substitute Placement System called Aesop. Upon orientation with the Human Resources Office, you received your login and pin information. Please use that in conjunction with the available "Quick Start Guide" you were given to navigate the system. You may edit your personal information along with add "non-work" days as a part of your schedule. Aesop is web and phone based. If you have any issues, please feel free to call. Substitute Teachers with the Middletown Public Schools may work up to five days per week.

When the Middletown Public Schools are ***closed for the day***, have a ***delayed opening***, or have an ***early dismissal*** as the result of deteriorating weather conditions or other emergencies, the radio, television stations and website listed below will be notified and announcements made by approximately 6:00 a.m. This will also be listed on Aesop.

WEBSITE: www.middletownschoools.org

AM:

WTIC-1080
WDRC-1360
WSNG-610
WWCO-1240
WMMW-1470
WMRD-1150
WLIS-1420

FM:

WRCH-100.5
WTIC-96.5
WZMX-93.7
WDRC-102.9

TV:

Channel 3
Channel 30
Channel 8
Fox CT

Duties and Responsibilities

A substitute teacher will need to assume the daily responsibilities of the teacher whom he/she is replacing.

Substitutes Must

1. Report to the main office immediately upon arrival in the building and inform the secretary who you are replacing.
2. Read daily and special notices promptly.
3. You will be supplied with a substitute folder (from the main office or located on the teacher's desk) to include:
 - Lesson plans
 - Daily routine
 - Seating chart
 - Location of materials
 - Dismissal information
 - Emergency contact phone numbers (main office, etc.)
 - Discipline procedures and a supply of referral forms
 - Map of building
 - Fire drill/ Emergency / Student Injury procedures
 - Substitute Evaluation Form (to be completed and returned to the main office)
4. Take attendance accurately.
5. Follow the lesson plans of the regular teacher. Contact the office immediately if plans are not available; do not "wing it".
6. Collect written assignments and leave them on the teacher's desk.
7. Always be willing to move to a different classroom than originally assigned.
8. Maintain good classroom control. Under no circumstances should you be verbally or physically abusive to students. Call the office immediately if a student(s) are out of control.
9. Never leave the children unattended.
10. Treat the classroom as if it were your own, being neat in activities and leave it orderly at the end of the day.
11. Keep an accurate report of money accepted for authorized collections such as: hot lunch, milk, etc.
12. Leave a note for the teacher commenting on how the day went, work accomplished, areas covered and general behavior of the class.
13. Complete the "Substitute Evaluation Form" and return it with your sub folder to the main office.

General Information

It is important to establish a good rapport with the children as quickly as possible. Write your name on the board and inform them that you will be working with them during the teacher's absence. Then strive to carry out the regular classroom routine as provided in the lesson plans. The substitute will find that a pleasant, friendly but firm approach and a calm and sincere attempt to carry out the plans of the regular teacher will be most advantageous. Be familiar with school rules and procedures. This will help when you return to a school.

Classroom Management Suggestions

There is a profound relationship between classroom management skills and teaching strategies. The better your teaching strategies are, the easier classroom management becomes. Also, the better your classroom management is, the more time you have to implement teaching strategies because you are able to get through the lesson plan more quickly.

- The key to effective behavior management is to acknowledge and reinforce positive behavior.
- Be confident. Make and keep eye contact, a strong posture, speak clearly and deliberately.
- Assure that students have a clear understanding of what is expected of them. Expectations should be stated in positive and instructional terms.
- Get students on task as quickly as possible. When they are on task they are less likely to behave inappropriately.
- Determine the difference between minor and major disruptive student behavior. If the behavior is annoying or irritating, it is usually minor misbehavior and should be ignored and recognize another student's positive behavior.
- Walking around the classroom instead of being behind the desk is a good way to manage a positive classroom.
- Keep praise as simple as possible and work to maintain a ratio of eight positive interactions for every one corrective interaction. Avoid confrontation because the ensuing actions are usually negative.
- Follow through on consequences. Be consistent and fair.
- Turning lights off and on is often effective in getting the attention of the class.
- Familiarize yourself with school and classroom rules before class convenes.
- Three powerful words: "I understand, however..."
- Maintain balance. You cannot be a pure authoritarian or totally fun-loving...you must be somewhere in between to be effective.
- If you want your students to be engaged, cooperative and respectful, then show them by conveying your dedication to them.
- Use praise, smiles and other forms of reinforcement frequently and appropriately.

General Guidelines

- Be in the classroom when the children arrive.
- Write your name on the board. (Mr./Ms./Mrs.)
- Greet the children with a smile.
- Follow posted routine.
- Make opening exercises brief.
- Do not argue with the students.
- Be patient.
- Expect good behavior.
- Be fair and consistent.
- Recognize the importance of every child.
- Have materials ready.
- Be ready for any discipline problems. (**Under no circumstances do you touch a student or use inappropriate language.**)
- Watch attention spans- know when to speed up or slow down.
- Give the children responsibilities suited to their age and understanding.
- Be positive - praise what is good far more than scold what is bad.
- Use common sense at all times- there is no substitute for it.
- Keep your sense of humor – or develop one.



At the Close of the Day

Before dismissing students, be sure that you are aware of which students are bussed and which students are permitted to walk. **Never allow a student who should be bussed to walk.** Dismissal information should be available in the plan book, desk drawer, or hanging on the wall.

Leave the classroom in good physical condition. The shades, windows, desks and lights should be left as they were found.

Report to the Main Office to complete and/or return necessary paperwork; substitute folder, written evaluation, and any discipline referrals.

Payroll

Payroll requires that you complete and sign a personal time card each day you are employed with the teacher's name you are substituting for. These forms are available at all school offices and should be left with each school secretary. Keep an accurate record of days worked and compare it with your paycheck. Paychecks are direct deposited on Fridays. If you have any questions, please contact the Payroll Office at (860) 638-1422.

GOOD LUCK IN YOUR ASSIGNMENT AND WELCOME ABOARD!!