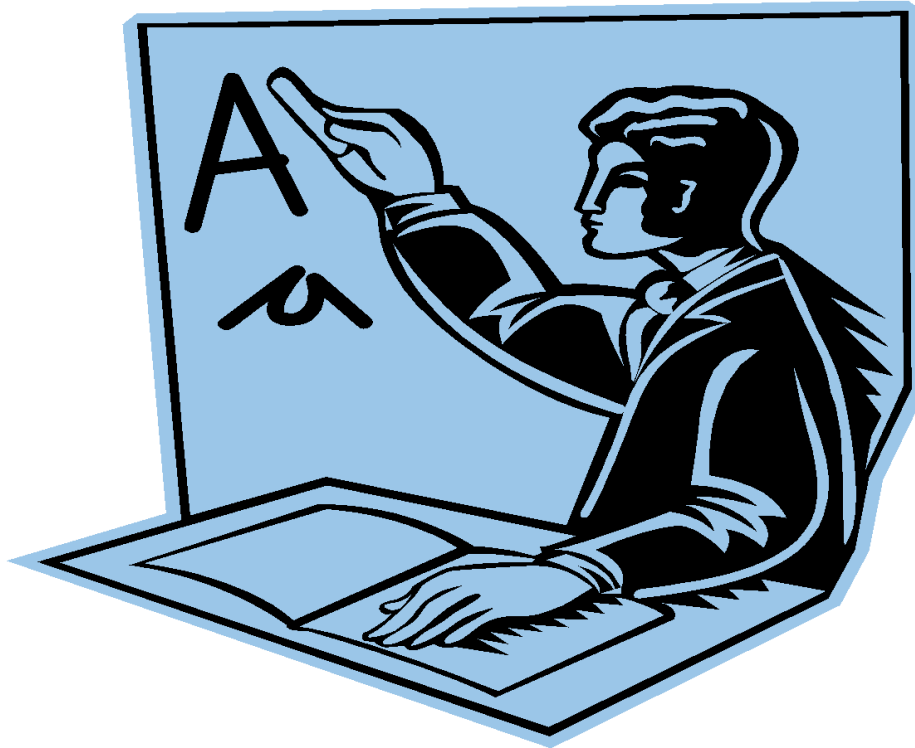


Madison Jr Sr High School

Substitute Teacher Handbook



USD #386 Board of Education

1500 SW Blvd, PO Box 398

Madison, KS 66860

Phone (620) 437-2910

Fax (620) 437-2916

www.usd386.net

Madison Jr-Sr High School

1500 SW Blvd, PO Box 398

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WELCOME

The administration and staff of USD #386 Madison-Virgil welcome you. Substitutes play an essential role in educating students by continuing to educate students when a teacher or other staff members are absent.

We sincerely hope that you will find the following information useful and beneficial. USD #386 Madison-Virgil is committed to providing all students an opportunity to reach their full potential. The policies, practices, and procedures in this handbook have been “classroom tested” and we feel that if they are followed, substitute teachers will have a successful experience both professionally and personally. Information is also provided about our schools and our expectations for your work.

The USD #386 Madison-Virgil staff desires that your experience as a substitute teacher be positive, meaningful, and productive. Our staff is available to assist you at any time.



DISTRICT AND BUILDING INFORMATION

Board of Education

Nicholas Cherry
Jeff Williams
Jannette Luthi
Dallas Luthi
Gary Kile
Todd Pyle
Jennifer Talkington

USD #386 Board of Education Office

Stuart Moeckel, Superintendent
Kristy Johnson, Clerk
Carla Thurston, Treasurer

Madison Jr-Sr High School Classified Staff

HS Secretary	Kaci Crooks
HS Secretary	Lisa Kile
Bus Driver 1	Lawrence Eaton
Bus Driver 2	Rachel Buster
Bus Driver 3	Kerry Crane
HS Custodian (day)	Curtis Brunk
HS Custodian (night)	Lacy Auchard
Head Cook	TBD
Asst Cook	Shannon Murphy
Asst Cook	Connie Kelley
Asst Cook	TBD
School Nurse	FHCHC
Accompanist	Julie McKenzie

Madison Jr High and High School Faculty

Superintendent/Principal	Stu Moeckel
7-12 Science/A.D.	Justin Redeker
10-12 English	Martie Helm
JH Soc. St, P.E., Math and Tech	Dale Wolgram
7-12 Math	Rosemary McGuire
HS Social Studies	Crystal Ecton
Business, Computers	Natie Boone
7-9 English	Joel Young
Spanish	Peter Perez
JH/HS FACS	Melissa Harlan
PE	Alex McNeal
7-12 Science	Kim Kingery
Physical Education, Health	Alex McMillian
Art	Sabina Bolinger
Band	Lora McDonald
Vocal Music	Jennifer Meares
Student Support Specialist	Vanessa Kresin
Gifted Facilitator	TBD
Adaptive Special Education	Rita Osborn
Special Ed. Coordinator	Monica Duncan

Bell Schedule

Regular Schedule – Schedule A

First Bell 8:00 a.m.
Warning Bell 8:07 a.m.

1st Hour: 8:10-9:00 a.m.
2nd Hour: 9:04-9:54 a.m.
3d Hour: 9:58-10:48 a.m.
4th Hour: 10:52-11:42 a.m.

Lunch Period

Junior High 11:46 - 12:13 p.m.
Senior High 12:17- 12:43 p.m.
5th Hour (HS): 11:46- 12:13 p.m.
5th Hour (JH): 12:17- 12:43 p.m.

6th Hour: 12:47-1:37 p.m.
7th Hour: 1:41-2:31 p.m.
8th Hour: 2:35-3:25 p.m.
Buses Depart 3:30 p.m.

Late Start Schedule – Schedule B

First Bell 8:35 a.m.

Warning Bell 8:42 a.m.

1st Hour: 8:45-9:30 a.m.

2nd Hour: 9:33-10:18 a.m.

3d Hour: 10:21-11:06 a.m.

4th Hour: 11:09-11:54 a.m.

Lunch Period

Junior High 11:57 - 12:27 p.m.

Senior High 12:30- 1:00 p.m.

5th Hour (HS): 11:57- 12:27 p.m.

5th Hour (JH): 12:30- 1:00 p.m.

6th Hour: 1:03-1:48 p.m.

7th Hour: 1:51-2:36 p.m.

8th Hour: 2:39-3:25 p.m.

Buses Depart 3:30 p.m.

Coaches and Clubs/Activity Sponsors

Position	Name
Head High School Football	Alex McMillian
Asst. High School Football #1	Dustin Stutesman
Asst. High School Football #2	Brett Dannels
Head JH Football	Fred McClain
Asst. JH Football	Travis Ballard
Asst. High School Volleyball	Mary Dannels
Asst. High School Girls Basketball	Ashley Cahoone
Head JH Boys Basketball	TBD
Asst. JH Boys Basketball	TBD
Head High School Volleyball	Ashley Cahoone
Head JH Volleyball	TBD
Asst. JH Volleyball	Sabina Bolinger
Head High School Girls Basketball	Vanessa Kresin
Head High School Boys Basketball	Brett Dannels
Asst. High School Boys Basketball	Alex McNeal
Head JH Girls Basketball	Mary Dannels
Asst. JH Girls Basketball	Brittany Barnard
Head High School Boys Track	Alex McMillian
Head High School Girls Track	Ashley Cahoone
Asst HS Track	Mary Dannels
Head JH Boys Track	Dale Wolgram
Head JH Girls Track	Brittany Barnard
HS Cheerleading Sponsor	Karin Platt
JH Cheerleading Sponsor	Kaitlin Kuhn
Quiz Bowl Sponsor 1 (JH)	Sabina Bolinger
Quiz Bowl Sponsor 2 (HS)	Dacia Brandt
7th Grade Class Sponsor	Rita Osborn
8th Grade Class Sponsor	TBD
9th Grade Class Sponsor	TBD
10th Grade Class Sponsor	Martie Helm
11th Grade Class Sponsor 1	TBD
11th Grade Class Sponsor 2	Karin Platt
12th Grade Class Sponsor 1	TBD
12th Grade Class Sponsor 2	Rita Osborn
Student Council Sponsor	Crystal Ecton
FFA (Ag Club)	Marti Helm
Yearbook Advisor	Sabina Bolinger
Athletic/Activities Director	Dale Wolgram
Instrumental Music Instructor	Lora McDonald
Vocal Music Instructor	Jennifer Meares
Debate/Forensics Sponsor	Joel Young
Play Sponsor	
National Honor Society	TBD
Summer Conditioning and Weight Training Director	TBD

USD #386 Mission Statement

The mission of USD #386 is to challenge and assist each individual student in a safe learning environment; educate and empower all students with the necessary academic and social skills; and develop responsible, respectful, caring citizens who will become lifelong learners.

Madison High School Mission Statement

The mission of Madison High School, in order to assure students opportunities to live well adjusted, productive lives in our changing world, is to afford our students training in the areas of technology, academics, social skills, citizenship, and in developing a positive self-image.

Board of Education Goals

- The Board of Education and Superintendent will recruit, hire, develop, and retain high quality staff.
- The Board of Education and Superintendent will provide the tools and/or technology to allow all students to be successful in the 21st century
- The Board of Education and Superintendent will provide a creative and visionary curriculum that meets the needs of all students.
- The Board of Education and Superintendent will provide a safe, secure, and positive environment that encourages learning.
- The Board of Education and Superintendent will identify and prioritize facility needs

ABOUT THE SUBSTITUTE HANDBOOK

The following pages contain information, which will help you become familiar with the everyday practices and policies of USD 386 Madison-Virgil. The information below does not include every policy or procedure at USD #386 Madison-Virgil, but highlights the ones that we feel will be most beneficial and help ensure that you have a positive substituting experience. The information contained herein is not intended to either enlarge or diminish any Board policy, procedure or negotiated agreement; and is, therefore, superseded by such policy, procedure or agreement.

Any information contained in this document is subject to unilateral revision, change or elimination from time to time and without notice. No information contained in this document shall be viewed as an offer, expressed or implied, or a guarantee of any employment, or condition of employment of any duration. It is our sincere desire that the material offered will be beneficial in acquainting you with information pertaining to the subject matter presented.

CONTACT INFORMATION

Kristy Johnson (Board Clerk): krjohnson@usd386.net or 620-437-2910
Handles payroll, applications, and set-up

Lisa Kile (High School Secretary): lkile@usd386.net or 620-437-2909
Handles daily scheduling for 7-12 substitutes

Alana Engle (Elementary Secretary): aengle@usd386.net or 620-437-2918
Handles daily scheduling for PK-6 substitutes

Stephen Jowers (Elementary Principal): sjowers@usd386.net or 620-437-2918
Handles daily questions and monitoring of substitutes PK-6

Stu Moeckel (Superintendent / HS Principal): smoeckel@usd386.net or 620-437-2909
Handles daily questions and monitoring of substitutes 7-12

GENERAL INFORMATION

Certification for Substitutes

All questions regarding substitute licensure, certifications, and applications for licensure should be addressed to Kristy Johnson (Board Clerk) or the following KSDE website.

<http://www.ksde.org/Default.aspx?tabid=309>

Confidentiality

Substitute teachers have a grave responsibility to treat with confidentiality most matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing school children assigned to them. The legal basis for confidentiality comes from two federally enacted laws. The first is the Family Education Rights and Privacy Act (FERPA), which is also known as the Buckley Amendment. The second is the Individuals with Disabilities Education Act (IDEA) which was passed in 1992 and reauthorized in 1997 and 2004. Both of these federal laws apply to all schools.

Consider for all Conversations:

1. What is discussed?
2. Where it takes place?
3. Who is listening?
4. Why the discussion took place?

Quick suggestions to remember:

1. Do not leave modification sheets lying visible on top of your desk.
2. Never open a gradebook where a parent can see the grades of other students.
3. Do not talk about a specific child/student where other children/students can hear the conversation.
4. If you were the topic of conversation, what would you want said and to whom would you want the conversation repeated?

Long-Term Substitute Assignments

Long-term assignments are arranged and agreed to in advance and are usually for consecutive days. When a long-term substitute must be absent and a replacement substitute is required, the substitute who will be absent should notify the school administrator and the building secretary to report the absence.

Non-Teaching Duties

Substitute teachers are expected to cover non-teaching duties usually assigned to the regular teacher during each substitute assignment.

Parking

Substitutes can park anywhere in the parking lot on the south side of the building.

Pay Rate

Regular Substitute		Long-Term Substitute	
Full-Day	\$100 per day	Full-Day	TBD
Half Day	\$50 per day	Half Day	TBD

Payroll Information

You must complete the federal and state withholding tax forms through the Board Office prior to receiving a payroll check. You will need to complete your time through your building assignment for the pay period. **Paychecks are disbursed once a month** – the month after your substitution (i.e. Substitution completed in the month of September will be paid in October).

Pay Schedule

Your pay is calculated by the number of days reported from your substitute timesheets.

- Pay checks are run on the 15th of each month
- The cut-off day is the last Friday of each month

Personal Illness

If you should become ill or have a personal emergency during the time that you are working in the district, contact the secretary or principal so that arrangements can be made to assist you.

Professional Ethics

The substitute has a professional obligation even though he/she is not a regular classroom teacher. The substitute teacher should use extra caution in expressing personal opinions and reactions about any subject. Under no circumstances should a substitute teacher criticize a regular teacher or a student in the presence of other teachers or students. The substitute teacher must avoid comparing one school with another or comparing the children in one neighborhood with those in another neighborhood. The school exists for the student. The first obligation of the teacher is therefore to the student. The substitute should be prompt and professional in making and keeping his/her agreement to work. Complaints, comments, and/or questions should be directed to the building principal

Professional Presentation of Self / Dress Code

All employees shall observe modesty, appropriateness and neatness in clothing and personal appearance. Teachers are professionals and should dress accordingly. An employee is not appropriately dressed if the employee is a disturbing influence in class or school because of the mode of dress. Teachers shall be expected to serve as models for students in their dress. The District shall have the right to appraise any current fashion or fad and determine whether it is appropriate or inappropriate for school wear. The District has the right to ask employees to change their attire if it is of such nature that it provokes unfavorable comment.

Role of a Substitute Teacher

The substitute teacher is the certificated employee in charge of the classroom in the absence of the regular teacher. The substitute teacher is responsible for delivery of the instructional program to the class. While the substitute teacher is there to ensure the education of each student, the first

responsibility is to maintain the care, welfare, safety and security of students in the classroom. A substitute teacher needs to work closely with the Paraprofessionals and/or regular staff to maintain the continuity and routine of the regular classroom program. Paraprofessionals work closely with the classroom teacher each day. They are an invaluable resource who will assist and support you throughout your stay. The substitute teacher is responsible for providing for the needs of the class, and for ensuring that established rules, procedures, and all assigned responsibilities are performed in an effective and professional manner.

Student Surveys / Personal Questions

The District prohibits teachers from conducting student surveys without prior approval by the principal and permission of the parents. Substitutes should never conduct student surveys for any purpose. Also, personal questions of a sensitive or private nature should be avoided. These include questions about religious beliefs, sexuality, substance abuse, and family life.

Substitute Call Times

Calls to substitutes take place between the hours of 6:00am – 8:00pm. Only in rare situations will a substitute be called outside these hours.

Substitute Hours

Substitute teachers shall be on duty not less than 15 minutes before classes begin. High school and middle school teachers may leave the building 15 minutes after classes are dismissed at the close of the school day. Elementary teachers may leave the building 15 minutes after classes are dismissed at the close of the school day. Upon arrival, substitutes should report to the office for daily assignment instructions.

Substitute/Student Relationships

Substitute teachers should exercise extreme caution and good judgment in verbal and physical relationships with students. Substitutes should establish a position of authority with the students; they may "be friendly" without "befriending" the students. Under no circumstances may a substitute teacher engage in a romantic relationship with a student, regardless of who initiates the relationship. Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal.

Taxes

Taxes are based on withholding forms completed by the employee for Federal and State taxes. Employees may make changes to these as needed. If a W-4 form is not completed for Federal or State taxes, by law they must be withheld as if single with zero exemptions.

Tax	Brief Description	Eligible Groups
Federal	Required tax withholding by federal government	All employees based on W-4
State	Required tax withholding by state government	All employees based on KS W-4

What to Expect from the Regular Teacher

Except in an unplanned absence, the regular classroom teacher should supply the following:

- Lesson plans;
- Materials necessary to teach lesson plans;
- Class schedule and teacher schedule when it deviates from the class;
- Class roll;
- Seating chart;
- Room committees;
- List of students with special needs or disabilities;
- Location of supplies/materials; and
- Name of nearby teachers who can be of assistance.

If you are substituting for an unplanned absence, then the classroom teacher may not have had an opportunity to prepare all of the above listed information. If you have questions or need additional information in order to adequately carry out classroom lesson plans or procedures, the please contact the school principal as soon as possible.

GENERAL SCHOOL POLICIES AND PROCEDURES

Students are not allowed to leave class or school without permission

Students must have a pass to leave class. The student agenda can be used as a pass or the student may designate a pass that is to be used for restroom breaks, etc. Please be aware that students may try to leave class when it is not necessary. Use your judgment in signing passes for students to leave the classroom. Please check the announcements for dismissal times for students participating in sporting events and extracurricular activities. Please check the announcements for dismissal times for students participating in sporting events, assemblies, etc. that may involve your class. Students must have office approval to leave campus.

Students are not allowed to consume food and/or drink while in class without teacher approval.

No medication, including aspirin, should be administered to students by a substitute teacher.

When a student requires medicine, the student should be referred to the office so that proper procedures can be followed.

Students are not allowed to use cell phones in school (exceptions are noted below)

Students are allowed to use their cell phones during the lunch hour and during breakfast, but only in the commons area. Students may use their cell phones in school if it is before 7:30am or after 3:25pm.

Students are not allowed to wear hats or head coverings during the school day.

If you see a student wearing a hat, bandanna, or headband please ask them to remove it.

Students who are acting in a confrontational, bullying, displaying inappropriate forms of aggression, or fighting need to be reported to the office immediately.

If a student is acting in this manner, please ask another teacher for assistance and escort and/or report the student(s) to the office. Please notify an administrator of the situation immediately.

Students are not allowed to have lighters, pagers, laser pointers, matches, chains, spikes, firearms, or weapons of any kind.

If a student has one of these items, please have the student turn it into you. Then take it along with the student to the office, or notify an administrator of the situation.

Students are not allowed to possess or consume alcohol or tobacco products.

If a student has one of these items, please notify an administrator immediately.

Code of Conduct – Discipline Policy

The purpose of discipline is to help students develop self-control with due respect for self, peers, property and constituted authority. Good discipline is extremely important to the whole community and especially the educational process, and is a vital factor influencing the quality of education students receive. To promote a safe, secure, and quality educational atmosphere, the following procedures have been instituted:

The Madison Junior High and High School policy is made up of escalating consequences. Repeated student behaviors will result in escalated levels and in disciplinary action taken. Administration reserves the right to classify infractions as necessary and notes this is not an all

inclusive list of possible infractions. The violations of policy are cumulative throughout the school year. Items with a * indicate that a report will be filed with law enforcement.

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Tardies	Integrity Issues	Unexcused Absences	Threats/Threatening Actions	*Possession or use of alcohol at school or at school functions	*Bomb Threat
Dress Code Violation	Minor Vandalism	Skipping Assigned detention	Actions which are disruptive to the school environment	*Possession or use of a controlled substance or simulated substance or drug paraphernalia as defined by the Controlled Substance Act of State Statutes	*Possession or use of firearms, knives, weapons, or destructive devices as defined in Kansas Statutes Annotated
Inappropriate / Disruptive Behavior	Skipping Class	Disruption of School Environment	*Theft, attempted theft, and/or possession of stolen items	*Any unauthorized use, possession, or disbursement of prescription or nonprescription medicine or drugs.	*Unsafe acts
Refusing a reasonable request	Leaving campus w/o permission	Violation of Cell Phone Policy	Willful disobedience, open defiance, angry/confrontational behavior, and/or disrespectful to one in authority	*Fighting; Physical Assault (can also be considered Level 6)	*Intent to Sell or Distribution of narcotics
Leaving class w/o permission	Issuing fake note/fake call	*Possession of Tobacco Products	*Sexual Misconduct, Sexual Harassment, Lewd Behavior	*Physical Bullying	*Unlawful entry into any district owned building
Violation of Authorized User Agreement	Inappropriate illustrations/literature	Repeated School Violation	*Possession or distribution of pornographic or profane material		*Battery and/or assault of staff member
Roaming	Verbal and Nonverbal Bullying	Physical Bullying	Racially instigative comments or actions		
Inappropriate Language	Repeated School Violation		*Vandalism (includes cost of repair or replacement)		
Disrespect			Instigative Behavior		
Unauthorized in building or after hours			*Possession of dangerous materials/instruments		
Parking lot violation			Gang related activity		
Bus Violations			Profanity towards faculty member		
			Physical Bullying		
			*Use of Tobacco Products		
Consequences:	Consequences:	Consequences:	Consequences:	Consequences:	Consequences:
Detention	Increased Detention Time	In School Suspension	Out of School Suspension (1-5 days)	Out of School Suspension (3-10 days)	Rec Long Term Suspension and report to law enforcement
Bus Suspension	Loss of Privileges determined by admin.	Loss of Privileges determined by admin.	Loss of Privileges determined by admin.	Loss of Privileges determined by admin.	
Loss of Privileges deter. by admin.	In School Suspension			Possible Rec for long term suspension	

Recording Attendance and Tardies

Teachers will provide you with a class roster and/or seating chart. It is very important that you take attendance and record tardies every hour. Please leave a list of students who were tardy for the teacher. You do not need to report tardies to the office. Please take attendance each hour and record the information on the attendance sheet as shown below. Have a student take the sheet to the office at the end of each hour. At the beginning of first hour, you will need to send down the lunch count with attendance. Simply record how many students will be eating school lunch for that day.

MANAGEMENT ITEMS

The following are management items that should be followed during the school day:

- **Be on time to class**
- **Always follow the classroom teacher's lesson plans**
- **Take time before or after school to review the material that is unfamiliar**
Ask another teacher or administrator if you have questions about the lesson plans
- **Never give your keys to a student and lock the door anytime you leave**
- **Never leave your class unattended**
If an emergency arises and you have to leave your class, please inform another teacher, so they can cover the class while you are away.
- **Take attendance and tardies each class period**
A great time to take attendance, tardies, and deal with other student issues is at the beginning of class when students are working on bell work. Please make sure students complete the bellwork assignment. It gets the class started smoothly and allows you to take care of attendance, etc. while students are working.
- **Teachers dismiss the class / Bells do not dismiss students**
- **Maintain a professional appearance**
- **Do not use the hallway as a place of discipline for an extended period of time.**
Do not leave students unsupervised in the hallway for long periods of time. If they are causing a disruption, please send the student to the office with a discipline referral form. Please call the office on the intercom to let them know that the student is on their way down to the office.

- **Always check with the office before leaving the building during the duty day**
Please make sure to turn in your keys and MHS Teacher Report to the office.
- **Leave a note for the teacher at the end of the day**
Please leave a detailed note for the teacher explaining how the day went. Include students who were absent, tardy, behavior problems, and any other information you feel is important.
- **Make sure the room is in order before leaving**
Please make sure that the trash is picked up and the room is in order

CLASSROOM MANAGEMENT AND DISCIPLINE

The following is information regarding classroom management and discipline at Madison Junior Senior High School. These are tips and “tricks of the trade” that a practicing teacher find very helpful in their classrooms.

- Develop a plan of action in your mind of how you will handle discipline issues as they arise. Be prepared to respond to a discipline situation
- When handling a discipline situation, remember to stay calm, do not shout or yell at students, and refrain from using sarcasm, sexual innuendos, or hurtful comments
- Treat students with respect
- Be firm, fair, and consistent
- Be positive with students
- Be patient with yourself and with your students
- Do not take discipline situations or things students say or do personally
- Avoid getting into a power struggle with students
- Begin at the beginning of each class period and end at the very end.
- If possible, don’t call roll. Take the roll with your seating chart while students are working.
- Keep all students actively involved.
- Discipline individual students quietly and privately. Never engage in a disciplinary conversation across the room.
- Do not assign homework unless the homework has been planned by the regular teacher.
- Keep your sense of perspective and your sense of humor.
- Know procedures for escorting students to bus pick-up/parent pick up.
- Know when to ask for help.

SAFETY AND EMERGENCY INFORMATION

Fire: In case of a fire, the fire alarm will sound. Proceed to the nearest exit in an orderly manner as quickly as possible using the evacuation route as posted on the wall in your classroom.

Tornado: In the case of a tornado or severe thunderstorm, the tornado alert will be announced via intercom. Proceed to the basement (locker rooms) as posted on the wall in your classroom.

Blue Code: Blue Code is a procedure that will send the school into a lockdown. If you hear the Blue Code call, please immediately lock your classroom door, turn off the lights, and make sure all students are away from doors and windows. **DO NOT UNLOCK THE DOOR OR LET ANYONE IN OR OUT OF THE ROOM UNTIL THE BLUE CODE IS OVER.**

School Closings: If school is closed for any reason, do not report for work. In the case of inclement weather, please check the school district's website for school closing information.

Handling Accidents, Illnesses and Injuries

- Do not touch a student where he/she is bleeding, even if you use gloves. Provide the student with tissue or paper towels, instructing them to hold it on their wound.
- If appropriate, send the student to the office or nurse's station for further care.
- If the situation is an emergency, dial 911.
- Do not administer medicine of any kind to students. (No aspirin, cough medicine, prescription or nonprescription drugs.)
- If you or a student in your classroom is injured (no matter how insignificant the injury), then you must report the injury to the principal immediately.

Response to a Crisis

- Each school has a comprehensive crisis, emergency management and medical emergency response plan.

Crisis in your classroom

- Notify building principal immediately
- Get help from a neighboring teacher (if possible)

Crisis in the school

- Lockdown (Blue Code) will be announced
- Lock the classroom door
- Direct students to a place that cannot be seen from doorway glass
- Turn off the lights

- Everyone should remain silent
- Wait for Principal to announce the END of the Blue Code

Safety/Evacuation Procedures

- If you are not provided with a copy of the school's emergency procedures when you arrive to substitute, then please request this information at the office.
- Familiarize yourself with your surroundings so that you know how to evacuate the class in the event of a fire drill or other emergency. Fire/weather drill routes are posted in all classrooms.
- Know where the nearest exits are located.
- Have a class roster to take with you as you evacuate building.

POLICIES

A copy of all board policies can be obtained at the USD #386 Madison-Virgil Board of Education office at 1500 SW Blvd. Madison, KS, 66860.

CONCLUSION

Thank you for choosing one of the most difficult jobs in education -- that of the substitute teacher. Most teachers will tell you that while they could not do their jobs without you, they wouldn't trade with you for a day! You will have the opportunity to meet and work with thousands of students. We hope this will be a rich and rewarding experience because of its diversity. Remember that everyone wants you to succeed in your endeavors as a substitute teacher. We hope that this handbook and the web site will assist you in your successes as well.

“There is no substitute for a good substitute teacher”

Statement of Receipt

I understand that the purpose of the Madison Jr Sr High School Substitute Handbook is to provide guidelines that will help answer questions and pave the way for a successful year. The Substitute Handbook is an overview and I understand that nothing in the handbook is intended to supersede district policy or federal or state law. I further understand that I am not guaranteed employment or continued employment with the USD #386 Madison-Virgil District. If I terminate my active status with Madison-Virgil Public School District, I understand that I may be required to re-apply and be security cleared again in order to be approved to substitute teach in accordance with law, policy and procedures.

I understand that I am responsible for reading and complying with all Madison-Virgil School District policies and procedures. Further, I understand that failure to do so may result in adverse employment action against me up to, and including, termination and permanent removal from the USD #386 Madison-Virgil Substitute System and may also impact future employment opportunities with the USD 386 Madison-Virgil School District. I may direct questions or comments to the Stu Moeckel, Superintendent.

**I, _____, have received the 2019-2020 Madison Jr Sr
(Print Legal Name) High Schools Substitute Handbook.**

(Sign) (Date)

Please route to the Kristy at the USD #386 Board of Education office.

Additional Resources

