



**2023-2024**  
***Substitute Teacher Handbook***



## **Alcorn School District**

### **Mission:**

The ASD is committed to empowering life - long learning through the establishment of a safe, positive, excellence-driven culture supportive of All students, staff, and community.

### **Vision:**

Learn... Lead... EXCEL!

# ALCORN SCHOOL DISTRICT

# 23|24 ACADEMIC CALENDAR



JULY 2023

S	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023

S	M	TU	W	TH	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023

S	M	TU	W	TH	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023

S	M	TU	W	TH	F	S
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22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023

S	M	TU	W	TH	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023

S	M	TU	W	TH	F	S
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24	25	26	27	28	29	30
31						

JANUARY 2024

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

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18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024

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APRIL 2024

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024

S	M	TU	W	TH	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024

S	M	TU	W	TH	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**COLOR KEY:** PD DAYS (No Students) 1ST NINE WEEKS 3RD NINE WEEKS 60% STUDENT DAYS SUMMER BREAK  
FIRST DAY 9 WEEKS 2ND NINE WEEKS 4TH NINE WEEKS HOLIDAYS

## PLANNING FOR EXCELLENCE: IMPORTANT DATES

**HOLIDAYS:** All schools and offices are closed.  
JUL 4: Independence Day  
SEP 4: Labor Day  
OCT 2-6: Fall Break  
NOV 20-24: Thanksgiving Break  
DEC 18 - JAN 2: Christmas Break  
JAN 15: Martin Luther King Jr.  
MAR 11-15: Spring Break  
MAR 29: Good Friday  
MAY 27: Memorial Day  
JUN 19: Juneteenth

**TEACHERS:**  
FIRST DAY: JULY 24, 2023  
LAST DAY: MAY 21, 2024  
**STUDENTS:**  
FIRST DAY: JULY 28, 2023  
LAST DAY: MAY 21, 2024

**PROFESSIONAL DEVELOPMENT:**  
No students on campus.  
JULY 24-27, 2023  
JANUARY 3-4, 2024  
FEBRUARY 19, 2024

Board Approved - October 10, 2022

1st NINE WEEKS	2nd NINE WEEKS	3rd NINE WEEKS	4th NINE WEEKS
<b>1</b> Starts: Jul 28 Ends: Sep 29 Progress Reports: Aug 31 Exams: Sept 25 - 29 Report Cards: Oct 12	<b>2</b> Starts: Oct 9 Ends: Dec 15 Progress Reports: Nov 9 Exams: Dec 11-15 Report Cards: Jan 11	<b>3</b> Starts: Jan 5 Ends: Mar 8 Progress Reports: Feb 8 Exams: Mar 4-8 Report Cards: Mar 21	<b>4</b> Starts: Mar 18 Ends: May 21 Progress Reports: Apr 18 Exams: May 13-17 Report Cards: TBA

[alcornschoools.org/academic-calendar](http://alcornschoools.org/academic-calendar)

# INTRODUCTION

The substitute teacher is not just a fill-in, but an integral part of the education system. When a classroom teacher must be absent, it is a dependable, qualified and capable substitute who must step in and carry on the instructional program.

The purpose of this handbook is to provide information that will assist the substitute teacher to understand their responsibilities and pave the way for a successful year in the Alcorn School District.

In order to help prepare a person to carry out the demands of the substitute teacher, it is required that each substitute teacher attend an in-service training for substitutes either at the beginning of the school year or at the beginning of the second semester before his/her name will be added to the substitute list.

Any person employed by the Alcorn School District must pass a background check, have a recommendation by an Alcorn School District principal, have a negative drug test and be approved by the Alcorn School Board. This process is time consuming, and we appreciate the employee-candidate's cooperation as we attempt to ensure the safety of the students and faculty of our school system.

## **APPLICATION PROCESS**

1. Applicants must complete a non-certified personnel application with the Alcorn School District. Applications are available online at [www.alcornschools.org](http://www.alcornschools.org). Applicants are required to attend Substitute Training conducted by the Alcorn School District.
2. Applicants must obtain a Criminal History Background Check.
  - o Fingerprints are taken at the Alcorn School's District Office
  - o The applicant is responsible for the processing fee
  - o The District office will submit the application.
  - o Background Checks usually take 24-48 hours.
3. Applicants must have a Drug Screening
  - o Contact Ginger Mills or Christy Irvin at the ASD for Drug Screening Information
  - o Drug Screenings are administered at Physician's Urgent Care
  - o Test results are released to the ASD within 48 hours of test administration
4. Applicants must obtain a recommendation from a principal within the Alcorn School District
5. Applicants must submit these items to the district office at which time your name will be listed for school board approval at the next scheduled meeting.
6. Applicants must complete district forms at the district office.
7. Do not apply as a substitute unless you will be available to work.
8. Please notify the district office at 662-286-5591 if your phone number or contact information changes.

## RESPONSIBILITIES

Substitute teachers are responsible for all duties of a regular classroom teacher. They are expected to monitor/supervise students in the absence of the regular classroom teacher. Each substitute teacher is expected to enforce and obey school policies and procedures.

On the first day a substitute teacher works at a specific school, please check in with the building principal or secretary who will instruct you on how to clock in. Please arrive by 7:30 or as quickly as possible after receiving the phone call request.

### Checklist and Standards of Conduct for Substitute Teacher

1.	When a substitute receives a call for a substitute teaching assignment, they should be certain to write down the instructions, school and the teacher's name and assignment. However, the building principal has the authority to change the assignment according to the school's needs.
2.	Substitute teaching assignments hours are 7:30-3:15. Half-day assignments are 7:30-11:15 or 11:30-3:15.
3.	Report to the school office at 7:30 to sign-in and receive additional instructions.
4.	Introduce yourself to neighboring teachers. These teachers will be glad to answer any questions you may have and help you have a successful experience within our school system.
5.	Be sure to ask if there are duty responsibilities such as playground or detention.
6.	Secure all materials needed for the day's lesson including daily schedule, plan book, textbooks and other needed materials.
7.	Avoid changing the seating arrangement or any other parts of the room organization except for temporary grouping of pupils for instructional group work.
8.	Write your name on the board.
9.	Check attendance and student's lunch preference (elementary). These must be sent to the office by 8:00.
10.	Follow the teacher's lesson plans. If you cannot locate plans or prepared student work, please make the principal aware of the situation.
11.	Maintain the regular classroom routine as much as possible.
12.	Some students have special classes they attend throughout the day. Each school has a regular "pull-out" time for these classes.
13.	<b>Never leave students unattended.</b>
14.	Actively monitor the class. Move around the room.

15.	Cell phones are not to be used when students are present with the exception of an emergency situation.
16.	Positive behavior management (CKH) is encouraged. Praise good behavior. Inappropriate behavior should be addressed to maintain a good learning atmosphere. Be firm, business-like and maintain a cordial tone of voice. <b>Substitutes are not permitted to use corporal punishment. Do not paddle students!</b>
17.	Check student work for completion, but do not grade papers.
18.	Please look at any notes that come from a parent to ensure afternoon transportation is dealt with appropriately. Do not read lengthy parent notes, instead leave this communication where the teacher will be sure to see the letter. If you are substituting for more than one day, please make principal aware of any parental communication.
19.	Do not <i>send</i> any communication to parents unless it is sent out by the school or whole grade, ex: weekly notes or field trip communication. No personal communication to parents should ever be sent by a substitute.
20.	The teacher's email or any other group messaging system should not be used by the substitute. These programs are monitored by the IT department and are for teacher use and considered private. Do not respond to any messages sent to the teacher.
21.	Report any student accidents or illness to the school secretary, principal, or nurse immediately.
22.	Act professionally. Substitutes have an obligation to conduct themselves in an ethical, professional manner in all things pertaining to school operations. Substitute teachers should follow the Educator Code of Ethics.
23.	Never give ANY student medication. All medications are kept in the school office and should be given by another teacher or school secretary. This includes over the counter medication.
24.	<b>Do not discuss students or staff outside of school.</b> The law requires student confidentiality; therefore, never discuss student grades, behavior, or anything that happens at school. Criticism of students, school personnel, and school policies should be made only to the building principal in a professional conference and not discussed with anyone else.
25.	<b>Treat all information about students, parents, and school employees as confidential.</b> No statements about any school related subject should be put on social media, ex. Facebook, Twitter, Instagram.
26.	<b>Smoking and the use of all tobacco products, vaping, and alcoholic beverages are prohibited in all school buildings and school events.</b>

## **DRESS CODE**

Substitutes will follow the district dress code for Faculty

### Dress Code for Faculty

Teachers and teacher's assistants are professionals, and as such, are expected to dress in a professional manner. Instructional staff should serve as models for students in their manner of dress. It should be a matter of personal pride for staff of the Alcorn School District to maintain high standards of neatness and appropriateness of dress and appearance.

"Business Casual Dress" is the baseline expectation, along with the following:

- Denim jeans are not permitted on a daily basis. Principal's discretion for days of exceptions for example "spirit days", "field days", but even on these days the appearance of all faculty and staff is to be neat, without rips or holes, modest and appropriate.
- No shorts, walking or other are allowed at any time in the classroom. (Shorts may be worn during activity periods with Principal approval).
- (All things listed as 'against dress code' in the student handbook are also against dress code for staff members.)

## **RE-EMPLOYMENT/TERMINATION**

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal if they wish to terminate their services as substitutes.

On an annual basis, the Superintendent, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be re-employed.

## **PAY**

- o The pay rate for the 2022-23 school year for substitute teachers will be \$70.00 for non-certified and \$90.00 for certified. If a long-term substitute is required, the applicant must be a certified teacher. The pay-rate for a long-term, certified substitute will be \$110 *after* 20 consecutive days.
- o Checks are issued on the last workday of each month.



