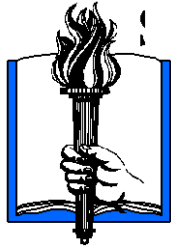


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Substitute Teachers	Descriptor No: AD PER2	Effective Date: 1/07
Reviewed/Revised: 7/11; 2/14; 8/15; 9/18; 2/19; 7/19; 4/23		

1 The principal has the responsibility for seeing that classrooms have appropriate supervision. All
2 teachers are responsible for submitting their absences to Frontline, which will secure the
3 substitute teacher.

4
5 **PROCEDURES**

6
7 **Planned Absence**—for planned absences, notice must be given at least 24 hours prior to the time
8 the substitute is to report. Substitutes should be selected from the approved list of substitute
9 teachers.

10
11 **Unexpected Absences**—for unplanned absences, notice should be given as soon as possible and
12 at a minimum 45 minutes before the substitute is to report. Substitutes should be selected from
13 the approved list of substitute teachers.

14
15 **Extended Absences**—in all instances where a teacher plans to be out of the classroom for ten or
16 more consecutive days, a teacher endorsed in the discipline to be taught should be used as a
17 substitute. If a regular teacher has been out of the classroom for twenty consecutive days for any
18 reason, endorsement in the discipline to be taught is mandatory.

19
20 **Substitutes scheduled for teaching and unable to report for duty** should put their absence in the
21 system as soon as possible and, as a minimum, 45 minutes before the time they are to report.
22 **Teachers on extended indefinite leave** should give notice of at least forty-eight (48) hours before
23 returning to teaching duties.

24
25 **Teachers shall provide substitutes with information regarding assignments, detailed daily lesson
26 plans, daily schedule, seating arrangements, and notes concerning special problems or situations.**

27
28 **In-service Training**—substitutes on the approved list of substitute teachers shall complete an in-
29 service training session for substitutes.

30
31 **A Substitute Teacher** works on as-needed basis, may either be licensed or non-licensed, and
32 work in several schools in several different classrooms. A substitute teacher must work a

33 minimum of one day per the number of weeks in that month to remain on active status. If a
34 substitute teacher wishes to return to active status, they must contact the Human Resources
35 Department.

36
37 The pay for a **Substitute Teacher** will be according to the salary schedule for substitute
38 teachers.

39
40 A substitute folder is to be prepared and maintained by all classroom teachers.

- 41
42 I. The folder must include these items:
- 43
44 A. Class schedule
45 Highlight: - library, resource, speech, gym, music, art, intervention, and
46 other special area schedules.
 - 47 B. Classroom seating chart and an indication where the roll is kept.
 - 48 C. Operational procedure
 - 49 1. Cafeteria forms and procedures
 - 50 2. Absentee report—how to mark if a child is absent or present
 - 51 3. Dismissal procedure - All early dismissals must be confirmed from the
52 office. **Students should not be excused simply by having parents or**
53 **others arrive at your door.** (Exception: ESP)
 - 54 a. Buses—number of the bus and names of children who ride.
 - 55 b. Car riders—names of children who ride.
 - 56 c. Walkers—names of children who walk.
 - 57 d. Early dismissal—the child must have some type of verification
58 from parent. NOTE: Statement regarding dismissal procedure.
 - 59 D. Names of children who have been assigned regular duties for classroom routine.
60 Ex: Classroom Helpers Chart
 - 61 E. Emergency drill procedures
 - 62 1. Fire
 - 63 2. Tornado
 - 64 3. Safety Drills
 - 65 F. Classroom management techniques—suggestions of how you maintain discipline.
 - 66 G. List of children with exceptionalities and plans for handling those
67 exceptionalities.
 - 68 1. Medical
 - 69 2. Behavior
 - 70 H. The name and room number of a teacher whom the substitute may consult for
71 help and suggestions.
 - 72 I. Location of extra class activities for students.
 - 73 J. Names and schedules of educational assistants and/or volunteers.
 - 74 K. Lesson plan (detailed), including specific instructions and procedures for each
75 teacher - supervised activities such as moving from one activity to another,
76 restrooms, etc.
 - 77 L. Materials prepared—set out to implement lesson plan or for supplemental or
78 enrichment activities.