

**SCHOOL DISTRICT OF MAYVILLE  
GUIDELINES FOR SUBSTITUTE TEACHERS  
AND HOMEBOUND INSTRUCTION TEACHERS  
ADMINISTRATIVE RULE**

534 Rule

**Substitute Categories:**

- “On-Call-as-Needed Substitutes” are temporary, at-will employees called to work on an “as-needed” basis to provide instruction when the regular instructor is ill or otherwise unable to perform his/her duties.
- “Long-Term Substitutes” are defined as those determined as such by administration, hired as such by administration, and generally serving a specific classroom/subject area extending beyond 20 school days. If a position that starts out as on-call-as-needed evolves into long-term substituting, the new rate will commence at the point of change in status.
- “Homebound Instructors” are considered the same as long-term substitutes. The daily rate will be pro-rated in accordance with the teaching assignment. In addition, one hour of preparation time will be given for every three hours of assigned teaching. Preparation time includes lesson preparation, consulting, and meeting time.

**Responsibilities of Substitute Teachers:**

1. Complete all application materials provided at District Office.
2. Submit proof of Licensure and a copy of a valid photo ID.
3. Pay for a background check.
4. Participate in all required district sponsored orientations/in-services.
5. Check in with the building principal prior to subbing in a new school building.
6. Become familiar with the Substitutes’ Handbook and its rules, regulations and directions pertaining to the role and responsibilities of substitutes.
7. Report to the office upon arrival at a building for duty. Obtain necessary materials, room keys, directions, etc.
8. Carry on all classroom and extra duty assignments as outlined in the lesson plans and/or Substitute’s Folder.
9. Correct all work per teacher instruction and see that the room is prepared for the following day.
10. Prepare correspondence to regular teacher.
11. Complete any reports required and leave in the school office upon completion of duty.
12. The substitute teacher start and end time is the same as that of the regular teacher for whom the substitute is assigned.
13. “Long-term substitutes” are to assume full classroom management, evaluation of students, attendance at faculty meetings and other obligations of regular staff.

**Responsibilities of Personnel Office:**

1. Oversee the application process, including the screening of applicants and conducting of background checks.
2. Maintain a list of qualified substitutes.
3. Conduct in-service programs for substitutes during orientation.
4. Inform all long-term substitutes of the terms and nature of the employment responsibilities.

5. Oversee the system by which substitutes are assigned to duty.
6. Make recommendations relative to wages to the Board of Education.

**Responsibilities of the Principal:**

1. Meet with each new substitute teacher prior to their initial assignment in the school.
2. Assist substitutes in locating the Substitute Handbook, lesson plans, and other materials needed for teaching. See that the substitute is informed of special events/activities.
3. Require substitutes to fill out all required reports following duty.
4. Maintain periodic observation and evaluation of substitutes.
5. Require each teacher or specialist to make a Substitute Folder containing special information and/or directions for the substitute educator, including class lists, seating charts, emergency information, and student health information.
6. Prepare a Substitute Handbook and ensure substitutes and teachers are informed of its contents.
7. Receive and review all reports on substitute performance submitted by regular staff.
8. Hire "Long-Term Substitutes" and make recommendation to the Board of Education for approval.

**Responsibilities of Regular Teachers:**

1. Contact Substitute Calling System as soon as possible prior to an expected or unexpected absence.
2. Have lesson plans for substitute available on his/her desk.
3. Create and maintain Substitutes' Folders with special instructions and directions, including class lists, seating charts, health and emergency information.
4. Complete all attendance forms to document absences.
5. Submit reports on substitute to principal as needed.

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Signatures of School Board Members:

*Barbara J. Lukach Hagedorn*  
*James Condon*  
*Dennis S. Walkeins*

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*Richard W. Fink*  
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