

2019-2020

Substitute Teacher Handbook

Abilene USD 435

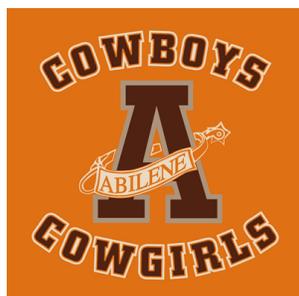


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PREFACE

Substitute teachers play a very important role in our school instructional process. They are often called at a moment's notice to teach various groups of students and substitute for teachers with different instructional styles. Each day spent with students is important in their learning process.

In order to make substitute teaching as pleasant as possible and enhance the learning for children, principals, teachers, substitute teachers, and students must accept certain roles and responsibilities. The purpose of this handbook is to clarify and standardize the duties of substitute teachers so that all school staff better understand what is expected of them. This handbook contains information that will help you prepare for the varied and challenging tasks you may encounter this school year. **All** substitute teachers will be provided with a copy of this handbook and will be requested to be familiar with its contents.

Abilene USD 435 Substitute Teacher Policy

The Abilene USD 435 Board of Education authorizes school principals to employ the necessary substitute teachers to teach in the absence of the regular classroom teachers. Substitute teachers must have their certificates registered with the Payroll Clerk. A listing of available substitute teachers shall be prepared each year and distributed to school principals.

ABILENE USD 435 GUIDING DOCUMENTS: TEACHING FOR LEARNING

Abilene USD 435 Mission Statement

**To help all students become successful and
responsible lifelong learners In a changing world.**

Abilene USD 435 Working Definition of Mastery

Mastery occurs when students can perform or demonstrate the outcome at an acceptable standard now. Students should also be able to demonstrate the outcome in the future with distributed review and practice.

Mastery is the performance standard required of all students to move to the next unit or course / grade level.

**Abilene USD 435
Fundamental Beliefs**

- We believe that learning is our highest priority
- We believe that developing the full potential of students is the shared responsibility of the school, students, families and community
- We believe that all students have the ability and the need to be successful learners
- We believe that schools control many of the conditions for success in learning
- We believe that learning is enhanced when students have a positive self-image
- We believe that students learn best in a safe, positive and supportive environment
- We believe that the development of knowledge, skills and attitudes is a lifelong process
- We believe that schools must continue to strive to improve

**Abilene USD 435
Exit Student Learning Outcomes**

All Abilene High School graduates will:

- Communicate effectively as an individual and as part of a group
- Possess mastery of essential skills, in both academic and applied situations
- Use thinking skills to solve problems and make good decisions
- Become self-directed and lifelong learners who are adaptable to change
- Exhibit concern and respect for the world beyond themselves
- Demonstrate responsibility for their own physical and mental well-being
- Express themselves creatively and respond to the creative works of others

**Abilene USD 435
District-Supported Instructional Strategies**

We believe that a variety of effective instructional strategies will enhance and expand students' opportunities for learning, including the following:

- Focusing on the mastery of learning as opposed to simply covering and grading the outcomes
- Identifying up front the outcomes and expectations for learning
- Using active participation, hands-on and discovery activities and student generated questions and materials in teaching methodology
- Providing guided practice before assigning independent practice activities
- Integrating instruction between subject matter areas
- Using multiple methods for assessing learning
- Using preliminary assessments prior to final assessments
- Re-teaching and retesting when poor performance occurs
- Using effective teaching strategies
- Using cooperative learning activities
- Using mixed ability groupings for instruction
- Teaching to different learning styles
- Abandoning activities that have limited value in preparing students for a changing world

ABILENE USD 435 SCHOOL DIRECTORY

Kennedy Primary School 1501 North Kuney Phone: 263-1088 Fax: 263-3078	Dr. Twyla Sprouse, Principal Elva Pitts, Secretary
McKinley Intermediate School 112 North Rogers Phone: 263-2311 Fax: 263-9923	Mindy Sanders, Principal Lori Foth, Secretary
Dwight D. Eisenhower Elementary School 1101 North Vine Phone: 263-1643 Fax: 263-9825	Ethan Gruen, Principal Stacy Volkman, Secretary
Abilene Middle School 500 Northwest 14 th Phone: 263-1471 Fax: 263-4443	Jenna Delay, Principal Rhonda Eckert, Secretary Laurie Veal, Secretary
Abilene High School 1300 North Cedar Phone: 263-1260 Fax: 263-3327	Benjamin Smith, Principal Mr. Will Burton, Assistant Principal Kody Gentry, Secretary Katie Kohman, Secretary
District Office 213 North Broadway Phone: 263-2630 Fax: 263-7610	Greg Brown, Superintendent Chris Cooper, Assistant Superintendent Joan Anderson, BOE Clerk Debbie Bolton, BOE Treasurer Kylie Lee, Payroll Clerk Kim Kohler, KIDS Data Clerk Tracey Kuecker, Receptionist Benji Sheldon, Xerox Clerk

ABILENE USD 435 REGULAR SCHOOL HOURS

Abilene High School (9th-12th grades)	7:55 a.m. - 3:00 p.m.
Abilene Middle School (6th-8th grades)	8:00 a.m. - 3:00 p.m.
Dwight D. Eisenhower Elementary School (4th-5th grades)	8:00 a.m. - 3:10 p.m.
McKinley Intermediate School (2nd-3rd grades)	8:00 a.m. - 3:10 p.m.
Kennedy Primary School (Kindergarten-1st grade)	8:00 a.m. - 3:10 p.m.

SCHOOL BREAKFAST SCHEDULES

Elementary School Breakfasts	7:30 a.m. - 8:00 a.m.
AMS and AHS Breakfasts	7:30 a.m. - 7:55 a.m.

Principal's Responsibility to the Substitute Teacher

- ✓ Orient the substitute teacher to important school policies and procedures, available instructional resources and copying and to the school facility (ie. location of the copy machine, staff eating area). It may also be helpful to have available copies of the school master schedule and staff handbook.
- ✓ Provide needed routine information as well as information about any special activities for that day when the substitute reports to the principal's office.
- ✓ Escort the substitute to the classroom and assist in locating needed resources for the day (unless the substitute is very familiar with the school and teacher).
- ✓ Communicate to the substitute teacher additional supervision duties assigned for that day.
- ✓ Attempt to provide substitute teachers with some preparation time prior to meeting their first class.
- ✓ Supervise and monitor the substitute's performance by visiting the classroom and observing instruction.
- ✓ Informally assess the substitute's performance and discuss any concerns with the Administrative Team.
- ✓ Sign the Substitute Teacher Record Forms daily and then forward to the District Office.

Regular Teacher's Responsibility to the Substitute Teacher

- ✓ Provide sufficiently detailed instructional lesson plans so the substitute can effectively teach students that day.
- ✓ Provide the substitute with updated information, which is located at the teacher's desk and easily accessible, including the following: classroom routines and procedures, class and individual schedules (daily and weekly), the location of needed information including teachers' manuals and answer keys, extra duty assignments, emergency evacuation procedures and any keys needed to gain access to needed information.
- ✓ Provide a list of the specific tasks to be completed by the substitute. These directions should specify which student practice (homework) and assessments are to be graded by the sub. Specific grading procedures and grade book information should be specified (ie. record number of correct responses, switch with partner).
- ✓ Provide labeled attendance information, records or forms needing to be completed so substitute teachers can successfully complete necessary reports.
- ✓ Provide a method for identifying students such as a seating chart or name tags.
- ✓ Provide a brief description of students' special needs and other important and necessary information about the students and a list of "class helpers" who may be particularly helpful in providing needed information or assistance.
- ✓ Provide student and classroom management information including classroom rules and positive and negative behavior consequences.
- ✓ Maintain a folder of student activities for emergency leave situations.
- ✓ Provide information over the telephone as requested by the substitute.
- ✓ Discuss with students that normal high expectations are to be continued in the teacher's absence, emphasize the importance of the work to be done in the teacher's absence even though it may vary from the normal routine and display a high regard for completed student work when returning by giving it the same weight as regular assignments.
- ✓ Never criticize, make light of a substitute's work in the presence of students or voice dissatisfaction with what may have been done. If the substitute's performance deserves criticism, this should be communicated to the principal in a professional manner.

Substitute Teacher's Responsibility to the School and Students

- ✓ Gain information needed about substituting in particular schools and classrooms. Substitutes may schedule classroom visits through the principal's office.
- ✓ Follow the school's established policies and procedures for all certified staff members. When employed, substitutes are a member of that school staff and are responsible for implementing school policies.
- ✓ Follow the regular teacher's instructional plans as close as possible in order to preserve the normal classroom routine and provide students with as "normal" a day as possible.
- ✓ Perform all duties expected of the regular teacher including helping supervise hallways and other areas of the school.
- ✓ Grade all assigned work unless requested not to do so by the teacher.
- ✓ Arrive on time in order to provide time for reviewing directions and resources and becoming familiar with the classroom and instruction to be provided.
- ✓ Report to the principal's office upon arrival. Whenever called in time, the substitute should report to school at least thirty minutes prior to assuming their duties.
- ✓ Behave in a task-oriented and businesslike manner. Seek administrators' help when encountering difficult disciplinary situations. Do not administer corporal punishment as it may not be administered to students by any Abilene USD 435 staff members including substitute teachers.
- ✓ Send students who are ill to the principal's office.
- ✓ Do not release students to the custody of other persons; release students from school only when authorized to do so by the principal's office.
- ✓ Use available planning time to prepare for instruction and complete other requested tasks. Regardless of when the planning period is scheduled during the day, the substitute teacher should remain at school unless permission to leave has been obtained by the principal. Substitutes should plan to remain at school all day if expecting to be paid a full day's wage.
- ✓ Leave the classroom in good order, put materials back in their proper places, close all windows and make sure all students have left the classroom.
- ✓ Report to the principal any accidents or major incidents which occurred during the day
- ✓ Remain at school at least 20 minutes after school, complete a Substitute Teacher Record Form, and check out at the principal's office.
- ✓ Provide a brief summary statement communicating the work accomplished and any highlights or problems encountered.
- ✓ Display tolerance and use extreme caution in expressing personal opinions about what is found in the classroom.
- ✓ Prepare in advance for all types of situations including preparing a special collection of stories, games, songs, art work, etc., which can be adopted to many situations.
- ✓ When in doubt, ask another staff member for advice or assistance!

EMPLOYMENT PROCEDURES

Application Process

Persons wishing to serve as a substitute teacher for Abilene USD 435 need to complete and return the following information to the District Office:

- District Employment Application
- Completed Substitute Teacher Information Form
- Current Kansas teacher or substitute teacher certificate
- W-4 Federal Income Tax withholding form
- K-4 Kansas Income Tax withholding form
- Employment eligibility verification form (Federal 1-9 form) (including an original social security card or birth certificate and driver's license)
- Signed Loyalty Oath
- Current Health Certificate
- Transcripts
- Direct Deposit Authorization form and voided check
- Bloodborne Pathogens form

Providing the applicant's qualifications meet the district's employment standards, the applicants name will be added to the directory list. New substitutes should make an appointment to introduce themselves to each school principal with whom they have interest in working.

Substitute Teaching Certification

All persons employed to substitute teach must be certified by the Kansas State Board of Education. The state recognizes and grants three types of certification: a valid teaching certificate, a substitute teaching certificate and an emergency substitute teaching certificate. All substitute teachers must have one of these valid Kansas teaching certificates registered with the USD 435 Payroll Clerk.

Persons not qualifying for a regular teaching certificate may apply for either a substitute teaching certificate (subbing allowed for 90 days during the school year in a school district) or an emergency substitute teaching certificate (subbing allowed for 30 days each semester during a school year in a school district).

Substitute teaching applicants must provide the District Office staff with college transcripts verifying the successful completion of a college degree program. Emergency substitute teaching applicants must provide the District Office staff with college transcripts verifying the successful completion of at least 60 hours of college credit.

According to state regulation 91-31-7, schools should attempt to hire persons with either a valid teaching certificate or substitute teaching certificate before employing persons with emergency substitute teaching certificates.

GENERAL INFORMATION

Substitute Teacher Directory

The substitute teacher directory will list all approved substitute teachers, their telephone numbers and will specify the range of grade levels and/or content areas the substitute teacher and administration decide are appropriate. It is the substitute teacher's responsibility to keep the District Office informed of any changes in this directory information.

Substitute Teacher Pay

Prior to being paid, substitute teachers must complete and return to the payroll clerk all requested information (detailed in Application Process). Because all employees are paid by earning statements and all deposits are made to local banks, savings and loan associations or credit unions, substitute teachers must have an account number in a local Abilene financial institution.

Substitute teachers are paid at the rate listed below.

- Up to 10 days - \$85.00 per day
- Up to 20 days - \$90.00 per day
- After 20 days - \$100.00 per day
- Carries over from year to year

Substitute teachers are employed for a minimum of two hours. When a substitute teaches for less than a full day, contracted time will be calculated to the nearest one-fourth of an hour and compensated as follows:

- 5 ¹/₄ hours – Full day 100%
- 3 ¹/₂ hours – 5 hours 70%
- 2 ¹/₄ hours – 3 ¹/₄ hours 50%
- Up to 2 hours 30%

Rate is subject to change after the August BOE meeting.

Employees will be paid on or before the 25th of every month. A list of monthly payroll cutoff dates and pay dates is available in the Payroll Clerk's office. Earning statements will be emailed to substitute teachers on or before the 25th of each month at the email address provided.

Scheduling Substitute Teachers

When it is necessary for a regular teacher to be absent from school, it's the responsibility of that teacher to notify the principal as soon as possible and no later than 6:45 a.m. on the day the absence is to occur. School principals or their designees will assign substitute teachers. Teachers desiring to plan in advance may obtain their sub's name from the principal.

USD 435 Internet Acceptable Use Policy

USD 435 is committed to providing learning opportunities for the students. We believe that the use of technology and the internet will increase opportunities for learning in this district.

USD 435 recognizes that it is impossible to restrict all access to controversial materials. We do comply with CIPA (Children's Internet Protection Act) by filtering all internet content. USD 435 may use, but are not limited to using, your child's first name, displaying your child's work, showing your child's anonymous photo and may allow your child to use e-mail.

Acceptable Use

1. All use of the Internet must be in support of education, research, and consistent with the purposes and outcomes set forth by the Abilene Unified School District 435.

Unacceptable Use

1. Any use of the network to facilitate illegal activity is prohibited at all USD 435 schools.
2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, or other networks that are or are not connected to the internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Computer viruses are programs designed to spread themselves and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, files may not be imported without teacher or administrator approval. Deliberate attempts to degrade or disrupt system performance or vandalize any computer system is considered a criminal act under state and federal law and is prohibited at all USD 435 schools.
3. Transmission of any material in violation of any United States or state regulation is prohibited at USD 435 schools. This includes, but not limited to, copyrighted material, threatening, pornographic, or obscene material, or material protected by trade secret.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
5. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited at USD 435 schools.
6. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited at USD 435 schools.
7. Any subscriptions to Listserves or Newsgroups must be preapproved by the building Internet coordinator/media specialists.
8. Any user identified as a security risk for the school district may be denied access to the internet by USD 435.

Penalties for Improper Use

ANY USER ENGAGED IN UNACCEPTABLE USE OF THE INTERNET AND NOT USING PROPER NETIQUETTE, WILL NOT BE ALLOWED ACCESS TO THE INTERNET.

THEY ARE NOT ONLY SUBJECT TO LOSS OF NETWORK PRIVILEGES BUT MAY BE SUBJECT TO OTHER DISTRICT DISCIPLINARY ACTIONS.

Substitute Teacher Record Form

This form is to be completed for each day substituted. The school principal should sign these daily as you complete your substitute assignment. The principal's office will provide a copy of this form if the substitute desires a file copy for their own records. The principal is responsible for routing these forms to the payroll clerk.

Abilene Unified School District #435
213 N. Broadway
Abilene, Kansas 67410

Amount Due: _____

SUBSTITUTE TEACHER RECORD

Substitute's
Name: _____

Absent Teacher's
Name: _____

Date Absent: _____

Time Taught:
Morning _____ to _____
Afternoon _____ to _____

Principal's Signature

Fill in time taught for both AM and PM.
Fill out one sheet each time you substitute.
Turn sheet into principal's office each day.