



Atchison County
Community
Schools

USD 377

Substitute Handbook

2006-2007

August 2006

Dear Substitute Teacher,

At a recent Board of Education Meeting you were approved to act as a Substitute Teacher in District #377, Effingham, Kansas.

As Substitute Coordinator for the District, I would like to welcome you to the current school year at U.S.D. #377. I will be making all substitute calls in the district. If you know you will be unavailable for a lengthy period or if you are ill, etc., on a day you are to substitute, please call me at 913-833-5050. I am at this number from 9:00 AM to 4:00 PM. At all other times this number is connected to an answering machine. I will be receiving messages from the answering machine after 6:00 AM and before 10:00 PM. If you call at a time other than office hours be sure to leave your name, phone number, date, and a brief message.

I am enclosing high school, middle school, and elementary schedules, excerpts from the Teacher Handbook, etc. to aid you in substituting in our district. Each teacher has been given a Substitute Teacher Folder which is to be located on their desk and should contain any necessary information you may need during the day, i.e. lesson plans, discipline rules, seating chart, and bus and lunch duty schedules.

Traveling teachers are paid mileage between schools at the rate of .43 per mile. Mileage is paid through accounts payable and mileage sheets should be completed and turned in to the Central Office on the first working day of each month and checks will be approved at the Board Meeting held on the second Monday of each month.

Substitute pay is \$80.00 a full day and \$40.00 for half day for the 2006-2007 school term. Our pay period ends on the 13th of each month. Time sheets should be turned in by noon of the next working day or they will be paid the following month. Pay day is on the 21st. Lunch duty forms are also turned in on this schedule. When you turn in lunch duty forms be sure to have your name, who you are substituting for and the date on the form. Ask the secretary or aide available where to put the form so that it will be sent to the Central Office.

Some days a substitute will work more than 1/2 day. A full day is defined by our Negotiated Agreement as 7 hours and 55 minutes. We have determined what the hourly pay is by dividing \$80.00 by 7 hours and 55 minutes. We get \$10.32 per hour.

A half day is from when a school starts in the morning to 11:30 a.m. for the morning and a half day for the afternoon is from 11:30 a.m. to school closing at the building. An example would be a substitute teacher working until 12:00 noon. The sub could be paid for the extra half hour at the hourly rate.

SUBS DO NOT GET COMPENSATED EXTRA FOR WORKING DURING REGULARLY SCHEDULED PLANNING TIME, UNLESS THE TIME IS ATTRIBUTED TO A PARTIAL DAY.

The above procedure will also apply to substitute teachers working for the Special Education Co-op, their pay will be based on \$80 per day.

If you have any questions please don't hesitate to contact me at the board office 913-833-5050.

Sincerely,

Beverly Jeffrey
Substitute Coordinator

GBRJ **Substitute Teaching**

GBRJ

Qualified substitute teachers shall be secured for the district.

The superintendent may meet with potential substitutes before the start of each school year.

The superintendent and principals shall compile a list of available substitute teachers, and each principal shall have a current copy.

Principals (or other designated employees) shall be responsible for obtaining substitute teachers from the list and employing them as needed.

The superintendent shall be responsible for developing a substitute's handbook.

The board shall establish the rate of pay for substitute teachers each July.

Approved: KASB Recommendation - 5/97; 2/98

Adopted: USD 377 BOE – 7/11/05

GBRJ-R **Substitute Teaching**

GBRJ-R

Candidates will receive a substitute's handbook, an explanation of the substitute program, application forms, and necessary tax forms and other records to be completed.

The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district attendance centers, maps of the school district and of each attendance center, a current copy of the school calendar, a copy of the board's educational philosophy (see IA), suggestions for working with students, a statement of expectations the district has for substitutes, a list of tasks the substitute must complete before leaving for the day and a sample report form for reporting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

Each principal shall file a report with the superintendent listing the substitutes used in the building during each pay period.

The superintendent shall meet with principals and review the performance of substitutes.

Approved: KASB Recommendation - 9/97; 2/98

Adopted: USD 377 BOE – 7/11/05

USD 377 MISSION STATEMENT

Mission
EMPOWERING INDIVIDUALS TO DREAM, ACHIEVE AND SUCCEED

USD 377 DISTRICT GOALS

- 1. The student will be able to set personal goals, exhibit self-reliance, and be motivated to be a life long learner.**
- 2. The student will be able to communicate effectively.**
- 3. The student will have basic skills and knowledge obtained through an integrated and multi-faceted education.**
- 4. The student will have positive self-esteem and confidence to make responsible decisions and set realistic goals.**
- 5. The student will be a responsible citizen and show respect for society and the environment.**
- 6. The student will be able to live in a changing society and be self-sufficient.**
- 7. The student will use critical and creative thinking skills to be an effective problem solver.**

The following is an excerpt from the Teacher's Handbook:

OBTAINING SUBSTITUTE TEACHERS

Should the occasion arise that a substitute teacher is needed the request must be made through the Substitute Coordinator. The Substitute Coordinator will contact the substitute and make the proper arrangements with them.

In no instance shall the teacher obtain their own substitute. Teachers must have prepared materials that are suitable for the substitute to teach. Should the class be one that involves labs (i.e. science, art) then special lessons created just for substitutes must be available. Substitutes must not be left in charge of lab experiences!

A substitute packet with lesson plans, class schedule, seating charts, classroom rules and any other helpful information will be on the desk at all times.

When the need for a substitute arises outside of school hours contact the Substitute Coordinator.

Each teacher should have a Substitute Teacher's Folder in which they will place the needed items for the Substitute Teacher. Please have this folder 'on your desk at all times.' I'm looking forward to a good school year.

Beverly Jeffrey
USD #377
Substitute Coordinator

EXCERPTS FROM THE TEACHER HANDBOOK:

DRESS AND CONDUCT

Faculty members are expected to dress with good taste. As role models, teachers must set good examples for the students.

By state law there is to be no use of tobacco products within any U.S.D. #377 school building.

Consumption of coffee, tea, or soft drinks in the classroom is permissible if handled in the proper manner. Pop should not be left in the can or bottle; instead it should be poured into a coffee mug or like container that camouflages the contents. Do not leave your class unattended to get these beverages nor send a student to get them.

LESSON PLANS

An overview of the teacher's objectives, lesson plans, classroom rules, seating charts, class schedules and any other helpful information will be placed in constant view on the teacher's desk to be used in the event of the teacher's absence or to be shared with a visitor to the classroom.

DISCIPLINE

Teachers are responsible for the supervision and discipline of their classrooms. More respect is gained if teachers can solve any discipline problems themselves. It will be considered a serious offense to be sent out of the classroom. This shall only occur when the teacher believes himself/herself incapable of handling the situation.

All staff members are responsible for the supervision of students in the school building or on the school grounds. Between classes teachers are to be in the hall outside their doors. Be sure that students are arriving to and departing from the classrooms in an orderly manner. The very presence of staff members in the hallway will prevent a great deal of noise and commotion.

INSTRUCTION TECHNIQUES

To more closely meet the Effective School guidelines and provide a more desirable educational setting the following adaptations in existing teaching styles must be made:

-Teachers will provide no more than 30 minutes of lecture per class period. Less time is acceptable.

-A 15 minute (minimal) period of time will be set aside for student-teacher study and instruction. This may be in the form of working on assignments, lab work, discussions, or other student based activities.

-No assignments shall be made at the close of a class period to be handled as homework. If a student can not complete a reasonably sized daily assignment during the study time then the child will need to complete the work at home. Homework will not be assigned for homework's sake or a punishment!

OTHER INFORMATION

SUBSTITUTE REPORT

All school offices have a Substitute Teacher Report that you should complete at the end of the day.

OTHER

Travelling teachers schedules are enclosed.

Substitute teachers should check if the teacher has bus duty, lunch duty or an activities coverage to complete during the school day.

Mileage and lunch duty forms are available in each office and should be completed and turned in. One mileage form is enclosed with this packet.

One lunch duty form is also enclosed.

Lesson plans, discipline rules, class schedules, seating charts, classroom rules, severe weather and fire drill directions and bomb threat policies should all be in the Substitute Teacher Folder.

If keys are not left you should check with office personnel.

Price of lunch: \$2.65, milk .25, and a la carte lunches are available.

ELEMENTARY GRADE SCHOOL TEACHERS

EFFINGHAM ELEMENTARY:

**LITERACY LEADER/TITLE I - MRS. OSTERTAG
KINDERGARTEN - MRS. LANTER
GRADE 1 - MRS. FASSE
GRADE 2 - MRS. ALEXANDER
GRADE 3 - MRS. GIGSTAD
GRADE 4 - MRS. SMALL**

**Bus Arrival: 7:45 – 7:50 a.m.
School Day: 7:55 a.m. – 3:05 p.m.**

LANCASTER ELEMENTARY:

**KINDERGARTEN - MRS. YOUNG
GRADE 3 - MRS. CROOKS
GRADE 1 - MRS. SCHWALM
GRADE 2 - MRS. ECKERT
GRADE 4 - MRS. STUCK**

**Bus Arrival: 7:30 – 7:45 a.m.
School Day: 8:00 a.m. – 3:20 p.m.**

CUMMINGS ELEMENTARY:

**KINDERGARTEN - MRS. HALL
GRADE 1 - MRS. STUTESMAN
GRADE 2 – MRS. BOTTOROFF
GRADE 3 - MRS. ROYER
GRADE 4 – MRS. McMILLAN**

**Bus Arrival: 7:30 – 7:40 a.m.
School Day: 8:00 – 3:30 p.m.**

**ACCMS Bus Arrival: 7:55 – 8:00 a.m.
ACCMS School Day: 8:00 a.m. – 3:10 p.m.**

**ACCMS Bus Arrival: 7:55 – 8:00 a.m.
ACCMS School Day: 8:05 a.m. – 3:15 p.m.**

TRAVELING TEACHERS SCHEDULES

AMY POUND - EARLY CHILDHOOD SPECIAL EDUCATION

Monday thru Thursday
Ages 3-5 with various handicapping conditions (speech, deaf, autistic, learning, movement, etc.)
One paraprofessional, Esther Willis, in class at all times.

SUSAN ERICKSON - LIBRARIAN

HS Tamatha Wagner, Library Aide
MS Judy Chalfant, Library Aide

BARBARA METCALFE - ELEMENTARY MUSIC/MS BAND

SEE ENCLOSED ELEMENTARY SCHEDULES
MS - 8:00 – 10:34 AM Monday - Friday

HS/MS ART

HS 8:05 – 10:43 AM 12:58 - 3:15 PM
MS 10:37 – 12:40

SUZY PURDY - ELEM/MS ART

MS 12:43 - 3:10 each day
ELEM: See enclosed elementary schedules

PAM LIEWER - LANCASTER/CUMMINGS

See enclosed elementary schedules

JUSTIN SLOOP – EFFINGHAM

See enclosed elementary schedules

AMY ECKERT - MS/HS VOCAL/HS INSTRUMENTAL MUSIC

HS 8:05 - 11:37
MS 12:43 – 3:10

RICHARD LUNDIN – MS/HS LANGUAGE ARTS

MS 8:00 – 10:34
HS 11:41 – 3:15

NICK MCGILL – HS/MS COMPUTER/HS VPL/PSYC/STATISTICS

HS 8:05 – 10:43 12:58 – 3:15
MS 11:28 – 12:40

CHANGES TO THE 2006-2007 SUBSTITUTE HANDBOOK

Change dates to 2006-2007

Updated Traveling Teacher Schedules

Added Bus Arrival Times & School Day Times

New Elementary Schedules

New Middle School Teacher Schedule

New High School Teacher Schedule

New 2006-2007 Calendar

New Mileage Form – change mileage rate to \$.43 a mile

Added Lunch Duty Form