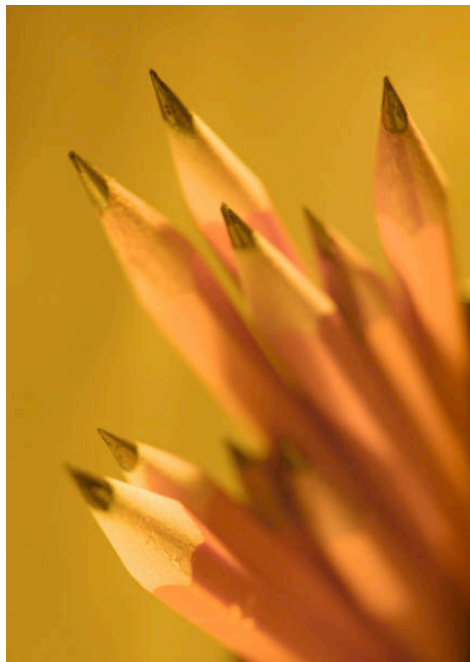


PRATT USD 382

**SUBSTITUTE
TEACHER
HANDBOOK**

2010-2011



District Mission Statement

Pratt USD #382 will provide quality educational opportunities for each student to achieve maximum personal and academic success.

Pratt USD 382 Staff Information

| | | |
|--|----------|--|
| District Substitute Caller | 672-1287 | Denise Loganbill |
| Haskins Elementary Lawrence & School St. | 672-4510 | Jason May, Principal Socorro Acosta, Secretary |
| Southwest Elementary 8th & Washington St. | 672-4520 | Jason May, Principal Laci Christensen, Secretary |
| Liberty Middle School 300 S. Iuka | 672-4530 | Mike Couch, Principal Carol Blankenship, Secretary |
| Pratt High School 400 S. Hamilton Grades 9-12 | 672-4540 | Steve Blankenship, Principal Curtis Nightingale, Asst. Principal/AD Denise Loganbill, Bookkeeper/Dist. Subs Kaye Beam, Secretary Janet Tillman, Secretary/Tech Asst. |
| Walden Center 401 S. Hamilton Grades 9-12 | 672-4555 | Lori Girard, Clerk/Paraprofessional |
| USD 382 Central Office 401 S. Hamilton Pratt, Kansas 67124 Fax: (620) 672-4509 www.usd382.com | 672-4500 | Dr. Glen Davis, Superintendent Suzan Patton, Assistant Superintendent Linda Kumberg, Board Clerk Brandy Riney, Payroll Clerk Carol McKenna, Administrative Assistant |

Forward

Although the time students spend with a substitute teacher is usually brief, it's critical the substitute teacher ensure time is utilized for quality instruction. Substitute teachers are essential to the excellent educational experiences USD 382 provides our students. Competent substitute teachers are significant to the academic success of our students.

In order to make substitute teaching a pleasant and beneficial experience, there are responsibilities for principals, teachers, substitute teachers, and students. This handbook provides an outline of those responsibilities.

USD 382 staff wants your experiences as a substitute teacher in our district to be enjoyable. If there is anything we can do to make your substitute teaching experiences more positive or if you have any suggestions, please speak to one of our district administrators.

THE SUBSTITUTE LIST

Prior to being placed on the district substitute list, applicants must complete the following and submit to Brandy Riney, Central Office Payroll Clerk:

Substitute Teacher Application Form - Each substitute must complete an application for substitute teaching.

Teaching Certificate - Substitute teachers shall have either a Kansas Teaching Certificate, Kansas Substitute Teaching Certificate, or Kansas Emergency Substitute Certificate recorded at the district office.

Transcripts - Upon applying for an Emergency Substitute Teaching Certificate, you must supply official copies of college transcripts to the state as assurance of college hours requirement. After the first year, new transcripts are not necessary.

Fingerprint Card - Required by Kansas Law if you are new to the district or if your certificate is more than six months out of date.

W-4 Federal & K-4 State Withholding Statements

I-9 Employment Eligibility Verification

Health Certificate- Certification of a negative tuberculosis test must be filed once every three years.

Loyalty Oath- Each substitute must sign a loyalty oath.

Background Check Release & Waiver

Direct Deposit Information Form- Payment is made by direct deposit to the account of the substitute's choice.

Driver's License and Social Security Card- Copies are needed prior to employment.

AND

Principal Meetings - Substitute teachers who are new to Pratt USD 382 must meet with building principals at each building they plan to substitute in before they will be called for assignments. Attendance at the substitute workshop will fulfill this requirement.

CALLING THE SUBSTITUTE

It is the teacher's responsibility to notify the district sub caller for an anticipated absence. Either the teacher or the district sub caller will call the substitute teacher. If the absence is planned, the substitute may be contacted far in advance of the teaching assignment. However, there will also be unexpected absences. Substitutes will often be asked to teach the same day in which they are called.

Decisions regarding selection of substitutes vary from building to building. Principals and teachers seeking substitutes are influenced by factors ranging from (but not limited to) subject, grade level, past experience with and availability of the substitute. The building principal makes the final decision regarding substitute teacher selection.

USD #382 does not guarantee days of employment for substitute teachers.

COMPENSATION

| | | |
|-----------------------------------|----------------|-------------------------------------|
| 1 Period or 1 hour: | \$17.60 | Pratt High School |
| 2 Periods or 2 hours: | \$29.92 | 1 Block = \$29.92 |
| 3 Periods or 3 hours: | \$42.24 | 2 Blocks = \$42.24 |
| 4 Periods or 4 hours: | \$54.56 | 2 Blocks + Seminar = \$54.56 |
| 5 Periods or 5 hours: | \$66.88 | 3 Blocks = \$88.00 |
| Over 5 periods or 5 hours: | \$88.33 | 4 Blocks = \$88.00 |

Long-term substitutes (on the 11th consecutive school day in the same **full-time** teaching assignment) will be paid a daily rate based on the regular base salary. If there is a break in service while working as a long-term substitute, the substitute will revert to the above pay scale until another 10 consecutive days have been worked.

Substitute teachers will be paid according to days reported on their substitute time cards. Payment is made on a monthly basis with dates for the pay period calculated from the 16th of the previous month through the 15th of current month. Checks are electronically transferred to a bank designated by the substitute at 12:00 a.m. on the 25th day of each month. A summary of payment will be mailed on the 24th day of each month. Substitutes may want to, and should, keep a personal accounting of days/hours substituted for their own records.

RESPONSIBILITY OF THE SUBSTITUTE

Always report to the building secretary upon arrival.

The school day for teachers:

7:50 a.m. to 3:50 p.m.

The school day for students:

8:10 a.m. to 3:30 p.m.

Generally, the substitute teacher should arrive by 7:50 a.m. and should leave no earlier than 3:50 p.m. for a full day assignment.

1. Upon arrival in the building, the substitute teacher should always report to the school office secretary. At this time, the substitute will sign in and receive information regarding special activities, as well as any routine information necessary to the assignment.
2. Substitutes who anticipate being called to substitute teach should inform themselves as much as possible about the routine of the buildings in which they desire to work.
3. Professional, comfortable dress is encouraged.
4. The substitute should be prompt in arrival. Generally, a substitute teacher should arrive by 7:50 a.m. and leave no earlier than 3:50 p.m. for full day assignments. This will allow preparation time and location of necessary materials, as well as leaving things in order for the teacher.
5. A substitute teacher should endeavor to preserve the normal routine of the class and perform all duties expected of regular teachers. Unless otherwise indicated by the classroom teacher, this is to include grading.
6. The substitute must make whatever reports are required on a daily basis.
7. Report any accidents or disciplinary incidents with students to the principal as soon as possible. If unsure of disciplinary procedures, contact the building administrator.
8. Children who are ill should be sent to the office.
9. School lunches are available to substitutes. Make arrangements for lunch at the elementary schools through the building secretary or through Power School.
10. Use extreme caution in expressing personal opinions about the classroom environment. There is a need for tolerance and respect of others' teaching procedures. Please remember substitutes are often not seeing the normal operation of the class.

Responsibility of the Substitute, Cont.

11. Substitute teachers should leave the room in good order. All students should have left the room before the teacher leaves for the day.
12. The substitute should always leave a written summary for the classroom teacher. Length of the

summary should be relative to the substituting assignment.

13. Substitute teachers must report to the building secretary before leaving the building for the day to complete appropriate check-out procedures.

14. If the substitute is unable to fulfill an assignment, she/he needs to call the district sub caller as soon as possible so another sub can be contacted.

Don't hesitate to ask for assistance from any staff member!

RESPONSIBILITY OF SCHOOL PERSONNEL

Responsibilities of the Office Staff:

1. The substitute should always report to the school secretary. The building secretary will give the substitute any information regarding special activities, as well as any routine information that is necessary.
2. The secretary will direct the substitute teacher to the classroom. Assistance will be provided in locating materials and information for the day's work.
3. Keys will be made available to the substitute, if necessary.

Responsibilities of the Teacher:

1. Lesson plans, information regarding rooms, procedures, schedules, lunch, class rosters, seating charts, extra duties, etc., should always be accessible in/on the teacher's desk.
2. Teacher texts and answer keys should be easily accessible.
3. Teachers should inform paraprofessionals as to their role in the absence of the teacher. This information should also be provided for the substitute.
4. Classroom rules and regulations should be included.
5. The teacher should never criticize or voice dissatisfaction with the substitute in the presence of pupils or the public. The principal should be informed immediately if there were problems.

Responsibilities of the Principal:

1. Require teachers to maintain an emergency substitute plan.
2. Notify the district sub caller regarding employment preferences.
3. The principal (or designee) should visit the classroom when a substitute is present.
4. Communicate behavior expectations clearly to classroom teachers, substitute teachers, and students.
5. Notify the director of curriculum and personnel of recurring concerns regarding any substitute.

USD 382 Bullying Policy

The Board of Education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Staff Training

The faculty and staff of USD 382, including teachers, paraprofessionals, office staff, cafeteria personnel, bus drivers and custodial staff will receive training on bullying, prevention of bullying, and means of intervention, including how it relates to the district's discipline policies and how to make appropriate referrals. Training needs will be assessed and staff development will be provided.

Student Training

The student body of USD 382 will receive age-appropriate training on bullying. Each school will provide consistent messages to students not only on bullying, harassment and intimidation, but also on character education and the fostering of a positive educational environment for all learners.

Policy Dissemination

A summary of this policy and related materials shall be available in each district facility and on the district's website. The policy shall also be published in student and employee handbooks. Parents shall also be provided with copies of this policy.

TIPS FOR THE SUBSTITUTE TEACHER

Before Class Preparation:

Write your name in bold letters on the chalkboard.

Write an agenda for the day.

Write a brainteaser or riddle on the chalkboard.

Take time to review the lesson plans and highlight key points. ALWAYS follow the teacher's lesson plans. If the material is unfamiliar or confusing, please ask another teacher for assistance so you don't appear unprepared in front of the class.

Make sure you know procedures for lunch, bathroom breaks, cell phone use, etc.

Organize the desk for your day.

First Five Minutes:

Greet students at the outside or classroom door, depending on the school procedures. Try and say hello to each student and ask questions while they are getting ready for class.

Make contact with one of the first or second students in the room because they will often give you good information about what the class is like or common tricks the class plays on the substitute.

Walk around the class as students settle into their seats.

Stand at the front of the class when all students are at their desk. Establish your presence in the room. Open class with roll and a review of plans for the class/day. You may want to discuss the brainteaser or riddle or wait until the end of the day and conclude with the answer.

Humor, when used appropriately and at the right time, can establish a positive climate and reduce the tension.

During Class:

Be professional. You are an employee of USD 382 so what you say or do is a reflection on our district. Be careful with any language or references to students that is offensive. Sometimes we forget there are ears everywhere.

Establish an appropriate noise level for the classroom. Make it yours and let them know your expectations.

Constantly be aware of what's going on everywhere in the room. Have your eyes on one area and ears on another. Pay close attention to the length of time students are out of the room on bathroom breaks, etc.

If you don't know the answer, ask the students "What do you think?" or tell them "We will look for this together." Other students in the class who have a good grasp of the concept may be called on to help. This shows respect for their knowledge and encourages cooperation among the students.

If someone is causing trouble, pull up a chair next to him or her and talk with him/her confidentially, in a soft voice, without anger. Never mind that the class wants to hear every word. Ask personal questions, such as "How long have you been in this school? Were you born here? Do you have brothers and sisters? Do they look like you?" Try to establish a rapport with the student.

Sometimes, giving the student a responsibility like picking up the assignments or handing out an assignment will show the student you have trust in him/her. He/she will then make an effort to support your leadership.

You may allow the "three strikes, you're out" policy by putting their names on the board or notepad and placing checks by each name for the offense. The third strike is a trip to the office.

Avoid power struggles; if you cannot get the student to respond to your requests or consequences, quietly send the student to the office or, if possible, escort him/her.

Make sure you have some fun extra things students can do when, and only when, they complete their assignments. Crossword puzzles, Suduko, and popular magazines work well with secondary students. Dot-to-dots, word finds, and mazes appeal to elementary students.

End of Class and/or Day:

Leave a note for the teacher at the end of the day to report activities: who struggled with an assignment, who excelled, who caused problems. Be sure and include positives, as well as the negatives.

Make sure the room is in order before you leave. Label stacks of paper and any late assignments that you received.

CERTIFICATION REQUIREMENTS**Kansas Teaching Certificate**

- Unlimited days of employment
- 125 days limit per year in the same assignment

Five-Year Substitute Certificate**Requirements:**

Previously held a valid Kansas Teaching Certificate

OR

Previously held a Kansas Substitute Teaching Certificate and completed 5 hours of college credit or has 100 recent inservice education points

OR

Holds a B.A. degree and has completed a state-approved teacher education program

Other:

Limited to 90 days per year in the same assignment.

Renewal of Five-Year Substitute Certificate

Five college hours of credit or 100 inservice education points since issuance of prior substitute certificate within six years

Prior to application for renewal (five years for inservice points). College hours may be community college credit with prior approval from a district administrator.

One-Year Emergency Certificate**Requirements:**

Minimum of 60 college hours of credit

Other:

- Limited to 60 total days per semester
- B.A. holders limited to 30 days per year in the same assignment
- Non-B.A. holders limited to 15 days per year in the same assignment

All Forms Available at the District Office