

2019-2020
Substitute
Handbook



August 2019

Dear Substitute Teacher,

Welcome to another exciting year here at USD #377 Atchison County Community Schools. As Substitute Coordinator for the District, I want to extend my sincere gratitude for your willingness and desire to serve the students of this district. Providing a quality education to each and every one of our students is paramount to our community and society as a whole. As a substitute teacher, your role is invaluable to our success and our students' success.

Before you can work as a substitute in District #377, you must first submit an application and then be approved by the USD 377 Board of Education. If you have yet to submit an application, you may do so by visiting the employment page on our school district website at:

<https://atchisoncty.tedk12.com/hire/index.aspx>

If you have already submitted your application and have any questions about whether your application has been approved or not, please contact me at the central office at (913) 833-5050.

I am enclosing the junior-senior high and elementary schedules, excerpts from the Teacher Handbook, etc. to aid you in substituting in our district. You have accepted one of the most challenging jobs in the school 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.

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

Sincerely,

Kathy Enzbrenner

Substitute Coordinator

THE CORE

DISTRICT VISION

“A Model Rural Community School District”

The shared goal of our entire school community is to make USD #377 a model rural community school district, where all students graduate college and career ready; and have acquired the skill sets and competencies essential to success in advanced levels of training.

DISTRICT MISSION

A community school district founded on student achievement through academic excellence and educational opportunity to ensure personal success.

DISTRICT MANTRA

We are Atchison County, Champions of Excellence and Opportunity.

FIVE PILLARES/CORE VALUES

Community—Excellence—Opportunity—Success—Integrity

OUR GOALS/FOCUS AREAS

Academically Excellent Rural Community School District

Thriving and Sustainable Rural Community School District

Innovative Rural Community School District

Safe and Efficient Rural Community School District

CORE BELIEFS

What We Believe—Our work toward the District’s overarching goals is fueled by a set of Core Beliefs. We expect every adult in the system to act in accordance with these beliefs every day.

We Believe:

- Every child can learn and be successful.
- Achievement is a function of effort and dedication, not innate ability.
- We have the power and the responsibility to close the achievement gap.
- Our Schools must be caring and supportive environments.
- It is critical to engage our students’ families and communities as valued partners.
- In transparency, honesty, integrity, respect and fairness.
- A model school system is responsive and accountable.
- All students must be educated in a safe and orderly environment conducive to learning, free from harassment and bullying.
- Families have a right and responsibility to be involved in their child’s education, and that student learning and achievement are enhanced when parents and staff work collaboratively.
- Improvement is continuous and driven by the pursuit of excellence; this is the cornerstone for the way we work.

USD 377 ACADEMIC PRIORITIES

1. To become a school system that inspires, challenges and supports the highest level of excellence for all out students.
2. Organize and optimize resources for improved academic results
3. Align rigorous curriculum, delivery of instruction, and assessment for continuous improvement of student achievement.
4. Develop, expand, and deliver a literacy based prekindergarten to Grade 3 initiative.
5. Use student, staff, school, and system performance data to monitor and improve student achievement.
6. Foster, support and sustain processes that improve employee effectiveness.

SCHEDULING SUBSTITUTES

As Substitute Coordinator for the District, I will be making all substitute calls in the district. As frequently as possible, I will arrange for all substitutes in advance of the day in need. Typically, I will not find out until early the morning of a teacher's absence that they are going to be gone. This means I will be making calls and checking for substitutes' availability between 6:00am and 7:00am on days school is in session.

If as a substitute, you ever need to get a hold of me about your availability you may contact me as outlined in the Substitute Calls and Contact Numbers section below. Also, if you know that you are going to be unavailable for a lengthy period, please let me know so that I do not try to contact you on those days.

If you are ill or find out unexpectedly that you cannot sub on a day you are scheduled, please call me at your earliest convenience.

SUBSTITUTE CALLS AND CONTACT NUMBERS

If you need to reach me regarding your schedule or availability, you can contact me according to the following times and phone numbers:

- 6:00am - 3:30pm on School Days—913-833-5050 ext. 251. This is the central office direct line to me.
- 3:30pm—6:00am. Please call 913-833-5050 ext. 240 and leave a message. Please leave your name, date you will be absent and a brief message as to why you are unable to work.
- I will check for messages at 6:00am every school day. Please remember to speak clearly and to leave name, date and reason you will be absent.

SUBSTITUTE PAY, PAY PERIOD, AND TIME CLOCK

USD 377 substitute pay is \$100.00 for a full day/\$50.00 for half day. Our pay period ends on the 13th of each month. Pay day is on the 21st of each month.

Substitute teachers are not guaranteed a plan time, unless it is a long term substitute arrangement.

Keystone substitute pay is \$95.00 per day when covering for an IRC teacher.

LUNCH DUTY

Any substitute teacher who performs lunchroom supervision shall receive a lunch at the district's expense and shall be compensated at the rate of \$3.50 per lunch period. Lunch duty compensation forms can only be submitted online. The form can be accessed from the District Forms page on the school website. The name on the form is: Extra Duty/Overtime Form for All Other Staff.

When you submit your lunch duty form be sure to have your name, who you are substituting for and the date on the form. If you need assistance, one of the building secretaries will be glad to help you .

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 experiments!

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 teachers shall contact the Substitute Coordinator.

BOARD POLICY

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. 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 rate 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, 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.

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 USD #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 cannot 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

- All school offices have an IPAD for teachers and sub teachers to clock in and out of each day.
- Substitute teachers should check if the teacher has bus duty, lunch duty or an activities coverage to complete during the school day.
- 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.
- Class room keys are to be checked out with office personnel.
- Adult meal prices: Breakfast—\$2.20; Lunch—\$3.75.

ELEMENTARY GRADE SCHOOL TEACHERS

- * PRE-SCHOOL—TERESA TURNER
- * KINDERGARTEN—CALLIE FAUGHT
- * KINDERGARTEN—JAIME SWENDSON
- * FIRST GRADE—ANITE STUTESMAN
- * FIRST GRADE—ALISON OSTERTAG
- * SECOND GRADE—WYATT SCOGGINS
- * SECOND GRADE—RITA ECKERT
- * THIRD/FOURTH GRADE—NATALIE BRAMMER
- * THIRD/FOURTH GRADE—MARK HODGSON
- * THIRD/FOURTH GRADE—COURTNEY KASSEN
- * THIRD/FOURTH GRADE—KATIE OHNESORGE
- * FIFTH/SIXTH GRADE—SHEILA CHALFANT
- * FIFTH/SIXTH GRADE—JOSEPH FORBES
- * FIFTH/SIXTH GRADE—EILEEN MONTGOMERY
- * FIFTY/SIXTH GRADE—JOYCE THOMPSON
- * PE—ANDREW ECKERT
- * LIBRARY AIDE—JESSIE OSWALD
- * MUSIC—AMY ECKERT
- * MUSIC—ETHAN ARCHER
- * K-3 IRC—RICK WEBER
- * 4-6 IRC—JENNIFER WISEMAN

**PLEASE BE AT THE
ELEMENTARY SCHOOL AT
7:40 TO GREET
STUDENTS AS THEY
START ARRIVING.
Thank You!!**

ACCES Bus Arrival: 7:40-8:00am/School Day: 8:00am-3:15pm

ACCJSHS Bus Arrival: 7:40-8:00am/School Day: 8:00am-3:15pm