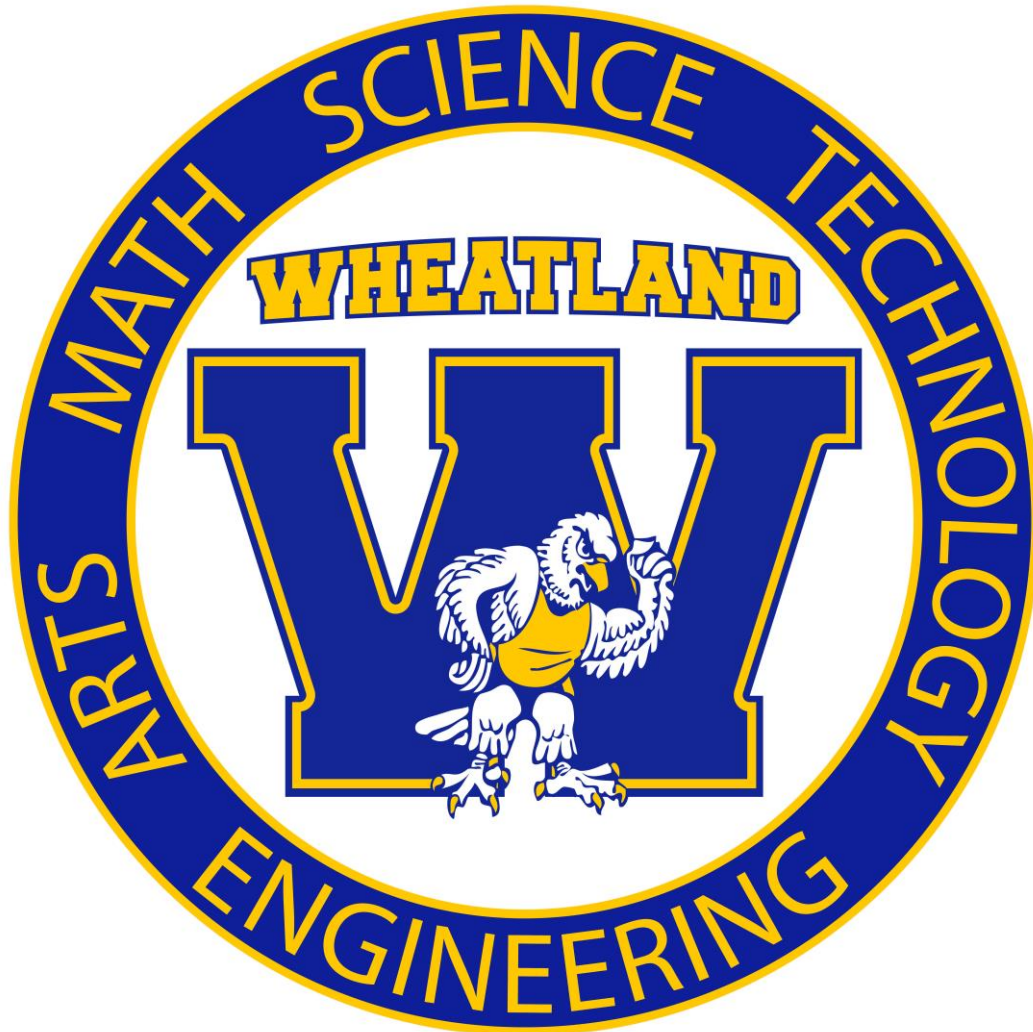


SUBSTITUTE TEACHER HANDBOOK

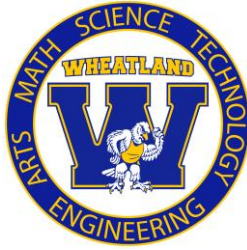


Wheatland J1 School District

6606 368th Ave.

Burlington, WI 53105

www.wheatland.k12.wi.us



STANDARDS OF CONDUCT

Your continued assignment as a substitute teacher is contingent upon your ability to comply with professional standards of conduct. Our school community is diverse. Sensitivity to racial, ethnic, cultural, socio-economic, and religious differences is required of all employees. Employees must safeguard the privacy of all student information kept in schools, whether on paper, on the computer, or in oral communications.

PROFESSIONALISM

Your job as a professional in the classroom is to engage students in meaningful work. Your task each day is to make sure STUDENT LEARNING occurs. This is Wheatland's overall mission. To help establish your professionalism, please dress appropriately when teaching. If you look like a professional, students will be more likely to treat you as one. It is also important to keep in mind the grade level and subject when dressing. Teaching physical education, for example, requires that you dress differently than when you are teaching 4th grade or middle school mathematics.

QUESTIONS TO ASK BEFORE THE STUDENTS ARRIVE . . .

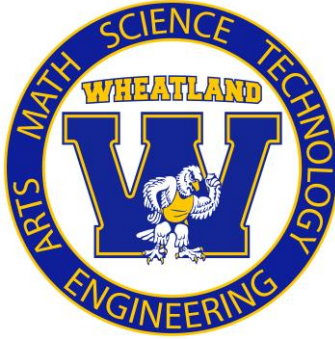
Familiarize yourself with the setup of the classroom and the building as soon as possible.

- Is there a class list/seating chart that can be written on?
- What is the procedure for emergency drills?
- Are there any duties to be aware of (i.e., recess, bus duty)?
- Is there a teacher's area to eat lunch?
- What are the procedures for moving about the building?
- Who should I contact about questions concerning the lesson plans?
- What are the procedures for dismissal?
- Do I have students with special needs in my classroom – medications, seizures, allergies?
- Who is the correct contact for severe discipline problems?
- Are there students who go special classes during the day? Does the special teacher pick them up or does the substitute walk them to the special?
- Who are the neighboring teachers and staff?

DURING CLASSTIME . . .

The substitute teacher has the prime responsibility to teach, as well as possible, what the regular teacher has outlined. The following suggestions will help you eliminate classroom management problems, establish good classroom routine, provide an efficient learning situation, and establish mutual respect between you and the students.

- **CONDUCT YOURSELF AS THE TEACHER AND ACCEPT THE ROLE OF A PROFESSIONAL**
 - Greet students at the door as they enter the classroom. Introduce yourself and write your name on the board . . . SMILE! ☺
- **BE READY**
 - Materials and plans for the day are a must. The regular teacher has left plans that you should follow. Go over these plans carefully to ensure that you know what you want the class to be doing during the day. Begin class on time to avoid restlessness and disinterest. Learn as many names as you can.
- **DEMONSTRATE RESPECT FOR ALL PERSONS**
 - Be present. Be positive. Be optimistic. Take your job seriously and treat students with respect and they will respond in kind. Do not make – or allow anyone in the class to make – remarks that put people down.
- **EXPECT GOOD BEHAVIOR**
 - Students tend to respond to whatever we expect of them. Think positively. A positive approach is worth a hundred negative rules. Behavior problems arise when students are bored, frustrated, see no relevance in what you are teaching, do not understand behavioral expectations, are experiencing external problems, or the teacher lacks external awareness. Speak positively!
- **BE PATIENT**
 - It is natural for a class to test a substitute. You represent change for them. Patience, understanding, firmness, and respect toward the students will diminish distrust. Be quick to forgive and difficult to offend. Don't lose your cool.
- **MAKE CLEAR PRESENTATIONS AND USE EFFECTIVE TEACHING METHODS**
 - What the students gain from the lesson will depend on how well you present it.
- **PROVIDE FOR STUDENT INVOLVEMENT**
 - Involve students in the discussion, planning, questioning, and classroom activities. Be sure that directions are clear and supervision is provided. Interact with the students and involve them in the teaching/learning. Be up and walking about the classroom to stay engaged with the students.
- **BE FAIR AND CONSISTENT**
 - Your success in classroom management will depend in a great extent on your degree of fairness and consistent treatment. Students must know what to expect of you and what you expect of them. Uncertainty is a breeder of misbehavior. Deal with problems one-on-one and don't embarrass a student in front of classmates.
- **USE COMMON SENSE**
 - All rules, regulations, guidelines, and directive in the world are not substitute for it. Be flexible!
- **KEEP YOUR SENSE OF HUMOR! HAVE FUN! SMILE!**



PROTECT THE STUDENTS AND YOURSELF

NEVER touch a student without the student’s explicit permission to do so. Teachers may need to touch students in situations where it is necessary to protect the student, other students, or the teacher from physical harm. It is best to contact an administrator for assistance in these situations.

AT THE CLOSE OF THE DAY . . .

- **SECURE THE CLASSROOM**
 - Leave it as you found it

- **LEAVE A REPORT**
 - You must let the regular teacher know how the day went; lessons, behavior, what you observed. Specifics are appreciated. Handwritten, typed, or emailed notes are acceptable. Be positive and “to the point” in your comments. You may want to include your telephone number or email address at this time. Let the teacher know you can be called or emailed directly with questions or to arrange future assignments.

- **CHECK OUT**
 - You must complete your final checkout at the office. Please return all the materials that were released to you. You may leave the building at 3:30 pm.

Substitute teaching is a very demanding job. We hope that this handbook provides the information you need to make your role with Wheatland Center School successful. We welcome all suggestions and comments in order to make us a better team.

Comments or suggestions can be made to:
Drew Halbesma – Principal
drew.halbesma@wcs.pk8.org or just stop on in to chat!

Skyward Teacher Access Post Attendance

Login to Skyward Teacher access:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduwheatlandwi/seplog01.w>

Click on Teacher Access. Then click the drop down for Post Daily Attendance.



Under attendance options click list by name.

| Dept | Subject | Terms | Period | Days Meet | Class | Description | Attendance Options |
|------|---------|-------|--------|-----------|---------|----------------------------|---|
| GEN | ACT | 1 - 1 | 1 | MTWR | GRK / 1 | Getting Ready Kindergarten | By Name By Seating Chart Assign Seats |

Click to check the absent or present for student.

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Print Class Roster](#)

| Alerts | Student Indicators | Home Entity | Last Name | First Middle | GR | Sch | Absent | Tardy | Present | Absent Count | Tardy Count |
|--------|--------------------|-------------|-----------|---------------|----|-----|--------|-------|---------|--------------|-------------|
| | | 100 | ANDERSON | NOLAN | K | WCS | ○ | ○ | ○ | | |
| | | 100 | DALY | RILEY | K | WCS | ○ | ○ | ○ | | |
| | | 100 | DOWELL | LAYLA | K | WCS | ○ | ○ | ○ | | |
| | | 100 | GERE | JETTA R | K | WCS | ○ | ○ | ○ | | |
| | | 100 | HOVORKA | JAMES CHARLES | K | WCS | ○ | ○ | ○ | | |
| | | 100 | IDE | KEELY | K | WCS | ○ | ○ | ○ | | |
| | | 100 | JUERGENS | AARON S | K | WCS | ○ | ○ | ○ | | |



WHEATLAND CENTER SCHOOL SUBSTITUTE PROCEDURES

1. Sub begins work at 7:30 am and ends the day at 3:30 pm.
2. Student day begins at 8:00 am and ends at 3:25 pm.
3. Students can enter the building at 7:30 am and should report to one of the cafeterias for breakfast during that time. At 7:50 am, students can begin making their way to their Warhawk classroom.
4. Attendance should be entered into Skyward by 9:00 am or earlier.
5. When sending a student to the office, please send them with a pass that clearly states their reason for the office visit or call the main office (ext. 3905) and let the office know why the student is coming to the office.
6. Review the emergency guidelines posted in each room. Please know the procedures for lockdowns, fire drills and tornado drills.
7. Use a “student pass” when a student leaves the classroom.
8. If a parent is picking up a student, they must sign them out in the office, not at the classroom.
9. Please dress for inclement weather as you may have a recess supervision duty.
10. Please refrain from using your personal cell phones or electronic devices while students are present.
11. In dealing with disciplinary issues, if there was a “minor” violation of expectations with an individual student, please make sure that is reported in your end of day notes to the regular teacher. If there is a situation with a “major” violation occurs, please call the main office (ext. 3905) or Mr. Halbesma (ext. 3900) so that situation can be dealt with swiftly. In the case of a “major” violation, it is the substitute’s responsibility to fill out a “Wheatland Discipline Notice” (Appendix). A copy can be found in this handbook as well as hard copies can be found in the office copy room.

IMPORTANT NUMBERS & EXTENSIONS

MAIN OFFICE (Heather or Amanda) – ext. 3905
PRINCIPAL (Drew Halbesma) – ext. 3900
SPECIAL EDUCATION (Emily Lynd) – ext. 3916
NURSE (Kathy Trecker) – ext. 3919
TECHNOLOGY (Tom Hartley) – ext. 3928
HUMAN RESOURCES (Sue Reidenbach) – ext. 3902

Wheatland Discipline Notice

This side to be filled out by Staff Member submitting notice.

| | |
|--|--------------------------|
| Student Name: | Grade Level: |
| Staff Member Referring: | Date of Incident: |
| Minor Incident / Major Incident | Time: |

| | | |
|--|--|---|
| <p style="text-align: center;">LOCATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Playground <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gym <input type="checkbox"/> Bathroom <input type="checkbox"/> Library <input type="checkbox"/> Bus <input type="checkbox"/> Locker Room <input type="checkbox"/> Special Event/Field Trip <input type="checkbox"/> Other | <p style="text-align: center;">OTHERS INVOLVED</p> <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Para-professional <input type="checkbox"/> Bus Driver <input type="checkbox"/> Staff Member <input type="checkbox"/> Other | <p style="text-align: center;">POSSIBLE MOTIVATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Avoid Tasks/Activities <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Avoid Adult(s) <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Unknown <input type="checkbox"/> Other |
|--|--|---|

| | | |
|--|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Abusive/Inappropriate Language <input type="checkbox"/> Academic Dishonesty <input type="checkbox"/> Alcohol/Drugs/Tobacco <input type="checkbox"/> Bullying <input type="checkbox"/> Dishonesty <input type="checkbox"/> Disruptive Behavior <input type="checkbox"/> Dress Code | <p style="text-align: center;">PROBLEM BEHAVIOR</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fighting <input type="checkbox"/> Harassment <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Insubordination/Disrespect <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Technology/Electronic Device Violation | <ul style="list-style-type: none"> <input type="checkbox"/> Theft <input type="checkbox"/> Transportation Violation <input type="checkbox"/> Vandalism/Property Damage <input type="checkbox"/> Other: <i>Please Specify</i> |
|--|--|--|

DESCRIPTION OF INCIDENT

| | |
|---------------------------------------|--------------|
| Signature of Person Referring: | Date: |
|---------------------------------------|--------------|

Wheatland Discipline Notice

This side to be filled out by Administrator.

ACTION TAKEN/DATES

- Student Conference /Warning
- Recess Detention
- Lunch Detention
- Loss of Privilege
- In-School Suspension
- Loss of Electronic Device
- Apology Letter
- Parent Conference
- Bus Suspension
- Community Service
- Out-of-School Suspension
- Action Pending
- Other:

Dates

ADMINISTRATOR'S NOTES

ADMINISTRATOR'S SIGNATURE:

DATE:

Administration Contacted Parent By: Phone _____ E-Mail _____ Left Message _____ Meeting _____

Date:

Updated August 2017

ABSENCE MANAGEMENT

Automated Substitute Calling System

(Frontline Education . . . aka AESOP)



Website: <https://aesoponline.com/login2.asp>

My ID: _____

My Pin: _____

PAY RATE

All substitutes will receive **\$130** for a full day and **\$65** for a half day. All assignments will be either full day or half day assignments. During time periods in the day when you are not with students and you are prepped for the remaining periods, please contact the office to see if there is any additional assignment(s), which you need to cover or if there is work in the office that needs to be done.

PAY PERIODS

If you substitute between the 1st and 15th of the month: pay is on the 30th of the month.

If you substitute between the 16th and end of the month: pay is on the 15th of the following month.

You will access payment information through Skyward. Your Skyward information will be given to you by Sue Reidenbach (Human Resources). All payments will be direct deposit.

SUBSTITUTE SCHOOL DAY

7:30 AM – 3:30 PM

TO BE COMPLETED BY SUBSTITUTE TEACHER

Class Report for _____ (Teacher's Name)

Substitute Name: _____

Date: _____ Phone or email: _____

Student's Absent: _____

The class ... _____

The following students ... _____

Assignments ... _____

Comments ... _____

Please complete at the end of the day and leave on the teacher's desk or table. Thank you!