

# *Handbook for Substitute Teachers*



*Granton Area School District  
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## **PURPOSE**

This handbook has been prepared to serve as a guide for those that have chosen to serve as substitute teachers for the Granton Area School District.

Substitute teaching is a demanding and challenging job. However, it can also be one of the most rewarding. The Granton Area School Board, administration, and faculty understand the important contributions that substitute teachers make to our school and community. We want to be the first to tell you that your efforts do not go unnoticed or unappreciated.

It is our hope that this handbook will be of assistance to you while working at Granton Area Schools. Our goal is to help make your job as pleasant and effective as possible.

## **PLACEMENT AND REMOVAL FROM THE SUB LIST**

The Granton Area School District welcomes new additions to its substitute teacher list at any time. During the month of August, prior to the beginning of the school year, any persons wanting to continue to substitute for Granton should call the district/elementary office at 715-238-7292. If we do not hear from you we may assume that you have another job and/or you are no longer interested in subbing for us.

Substitute teachers are requested to inform the school if they wish to have their name removed from the substitute teacher list. Changes of address or telephone number should be reported to the district/elementary school office at 715-238-7292.

## **CERTIFICATION**

Substitute teachers are required to hold current Wisconsin certification as a teacher or a certified substitute. A copy of this licensure must be on file with the school office prior to subbing.

## **TIME CALLED**

Substitutes will normally be called between 6:00 – 6:30am, unless an assignment to substitute has been made in advance or an absence occurs during the day. Every effort is made to be as accommodating to the substitute as possible.

## **WORK DAY**

Teacher may work various hours depending upon their contract; however, a full time teacher works from 7:30am – 3:30pm. Substitute teachers will be expected to work from 7:30am – 3:30pm unless another time is worked out when school personnel contact them.

## **PERSONAL BELONGINGS**

For your own welfare, do not leave your purse, keys, or other valuables unattended.

## **SALARY**

Substitute teachers shall be paid at the daily rate of \$95.00 per day and \$47.50 for half days. Substitutes are paid bi-weekly on Fridays.

The salary of a substitute teacher teaching for the same teacher eight (8) consecutive days, will, beginning with the 9<sup>th</sup> day, be compensated at the rate of a beginning teacher in lane one of the salary schedule, based on the schedule in use at the time of employment, and will not be subject to retroactive payment through a new negotiated salary schedule. If after a minimum of 20 days teaching, for the same teacher, and acceptable completion of assignment, the substitute teacher will be compensated at the rate of a beginning teacher in lane one of the salary schedule for days one (1) through (8). Modifications that are required must be approved by the school board.

## **DUTIES OF THE SUBSTITUTE TEACHER**

1. Check and sign in at the district office if subbing for a teacher in grades 4YK-5<sup>th</sup> grade. Check and sign in at the principal's office if subbing for a teacher in grades 6-12. This will give the principal a chance to relay any special instructions for the day. You will then be shown to your work area.
2. Teachers are asked to turn in sub-plans to the office in the event that their absence was planned in advance. In unscheduled absences, the office will supply you with a copy of the teacher's weekly lesson plans. In many cases you will be left written instructions for each class period. Please follow these instructions as closely as possible. If a written plan is not available, or you do not know what is supposed to be done at any time, please contact the office immediately for assistance.
3. Depending upon the hours the substitute is working that day; a 30-minute lunch may be given. If you wish to eat school lunch that day, a meal ticket can be purchased at either of the offices for \$3.85.
4. Observe the schedules and responsibilities of the regular teacher. Substitute teachers are expected to remain in the building until after student dismissal, or if released by the principal. If the regular teacher has extra duties such as recess duty, the sub is expected to perform those duties. A detailed note should be left for the classroom teacher explaining what was covered in their absence. In addition, notes regarding all disciplinary issues should be left for the teacher.
5. Each classroom teacher should maintain a substitute teacher's folder. This folder should be located on their desk with other materials that were set out in advance, or in the file holder located by the classroom door. This folder is to contain seating charts and class lists for all classes, a copy of the daily schedule, emergency sub plans, and any other pertinent information.
6. Student absences should be reported to the office immediately. At the end of the school day a sheet giving the overall class attendance for the day should be turned into the office.

7. Good discipline should be maintained in the classroom at all times. If a student will not behave or is a continuous discipline problem, they should be referred to the principal's office immediately. Students are to be kept "on task" throughout the day.
8. If there are any problems or questions, please seek help from another teacher or contact the office immediately. The office may also be contacted by dialing "201" or "202" from the classroom phone.
9. The substitute teacher should introduce him or herself to the class immediately and write their name on the board.
10. Please check/sign out with the office at the end of the day, especially if you were called for only one day. Remember to fill out a substitute teacher slip so that you are paid.
11. Return the sub plans and teacher comments to the office before leaving for the day. Convey any concerns or problem that you had during your time in our building to the principal. We appreciate your help!

### **GENERAL GUIDELINES FOR SUBSTITUTE TEACHERS**

1. Be Prepared and Professional
  - Dress appropriately.
  - Study lesson plans. Follow the lesson plans or have other materials ready if the lesson plans do not work out or to enhance your lesson. Plan for emergencies if assemblies get cancelled or if classes are cancelled or changed.
  - Write your name on the board and write the student's assignments on the board.
  - Have the students clean up after lessons are completed before moving to another classroom.
  - Leave a complete report and feedback for the regular teacher.
2. Provide Clear Expectations
  - Give clear directions: "I'll know when you are ready when your desks are cleared, it's quiet, and your feet are on the floor."
  - Keep students on task and engaged in learning.
3. Model Positive Teacher/Student Interactions
  - Provide positive reinforcement: "Thank you for staying in your seats and paying attention" vs. "Don't..." statement.
  - Respond non-coercively; yelling and making derogatory statements to students is inappropriate. Decide if consequences are necessary and redirect the students' attention.
  - Avoid traps. Certain groups of students may attempt to take lessons off task. Be prepared and aware that instances of that nature can minimize your authority. Remember, the teacher sets the tone for classroom interaction.

#### 4. Have Knowledge of Overall School District Policies

- Legal and first aid issues: We do not have a school nurse on staff so any medical, or other matters, need to be reported and handled by the office.
- Students are to be supervised at all times and are to be released from class only with documentation from the office.
- If you are unsure of the schools disciplinary procedures please see the principal. Consistency is important to the overall school environment and everyone should follow the same steps.
- Injured students should never be moved; inform staff through a “student runner” if necessary.
- Never strike or verbally abuse a child. If you are unsure of how to handle a situation please consult with the principal or another teacher.
- Keep personal information of students confidential.
- Keep records of teaching experiences, especially student injury or serious behavior problems confidential. Special education students, in particular, are categorized in a protected class.
- Keep your own personal life out of school.

#### 5. Conclusion

- Be prepared and be professional. Know how to handle students in the classroom, hallways, and lunchroom. Students want a knowledgeable person in charge that offers a stimulating learning environment. Remember, having a positive attitude is important in your role as a teacher.

#### **Responsibilities of Regular Classroom Teacher Prior to Substitutes Arrival**

1. Have a copy of your lessons plans submitted into the office for the day(s) you will be absent. If the absence is unplanned a current version of your lessons plans needs to be on file with the office.
2. Make sure that your sub folder includes seating charts, lesson plan information, a copy of the daily schedule, telephone extensions, and emergency procedures.
3. Leave suggestions for the sub regarding: difficult students, students with health or physical limitations, etc.
4. Make sure that your students understand the expectation for cooperation and courtesy during the time a substitute is here for you.
5. Leave any additional directions that are necessary for the substitute to carry out your duties effectively in your absence.

#### **STUDENT STAFF RELATIONS**

Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. Students also have the right to free and reasonable inquiry and expression while having the responsibility to respect the authority, feelings, physical well-being and property of school staff members.

The following are considered infractions of student-to-staff relationships:

- ✓ **Insubordination:** The willful failure to respond or carry out a reasonable request by authorized school personnel. Disciplinary action will range from detention, suspension, possible police referral, and possible recommendation for expulsion.
- ✓ **Disrespect:** To insult, call derogatory names, use obscenity toward, dishonor, or in another manner abuse verbally or in writing any member of the school staff. Disciplinary actions will range from detentions to suspension, possible police referral and possible expulsion. Profanity directed at a staff member will result in suspension and/or possible further disciplinary actions.
- ✓ **Threatening or Intimidating Acts:** Verbally or by gesture threatening the well-being, health, or safety of any member of the school staff. Disciplinary action will result in suspension, possible police referral and possible recommendation for expulsion.
- ✓ **Physical Attack:** The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board, and police referral as a felony offense.

### **SENSITIVE ISSUES**

All teachers should be aware that there are areas of sensitivity in working with children. Discussion of controversial or sensitive issues are sometimes misinterpreted and misunderstood by students. Remember to use discretion when discussing such issues. In the short time substitutes generally spend at one location, they will do the best job by carefully following the lesson plans prepared by the teacher.

### **STUDENT ILLNESS AND INJURY**

Students who become ill during the day are to be sent to the office. If a student is sent out of class for such a reason please call the office using the classroom phone to inform office staff, as they will expect the student's prompt arrival.

Students who are injured should be dealt with in accordance to the severity of the injury. Using good judgment is a must in this case. Never move a student that you suspect is severely injured. Contact office staff immediately or send someone for help. In the event of an injury, please complete an accident report with the office.

### **SCHOOL CLOSING INFORMATION**

In the event that school is cancelled it will be announced on the radio and television stations in our area. It is suggested that you tune your radio into 104.5FM (WAXX) out of Eau Claire or 107.5FM (WCCN) out of Neillsville for the most updated school closing information.