

SUBSTITUTE TEACHER RESOURCE HANDBOOK

2017-18



LANSING SCHOOL DISTRICT #469

**200 E. Mary Street
LANSING, KANSAS 66043**

USD #469 NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District #469 are hereby notified that this institution does not discriminate on the basis of sex, race, color, national origin, gender, age, religion, marital status, veteran status, disability or any other basis prohibited by state or federal law in admission or access to, or treatment, or employment in, its programs and activities. Any person having inquiries concerning Unified School District #469 compliance with the regulations implementing Title II, Title VI, Title VII, Title IX, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act 2001, USERRA, Section 504, or reports of specific complaints, or alleged discrimination, is directed to contact Unified School District #469, 200 E. Mary Street, Lansing, Kansas 66043, (913) 727-1100. The Superintendent is designated by USD #469 to coordinate the institution's efforts to comply with the regulations implementing Title II, Title VI, Title VII, Title IX, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act 2001, USERRA, Section 504 or other applicable federal, state or local law. Any person may also contact the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64111, (816) 268-0550, TDD (877) 521-2172, regarding the institution's compliance with regulations implementing Title II, Title VI, Title VII, Title IX, or Section 504. (07/2016)

Dear Substitute Teacher,

Welcome to the Lansing School District! Substitute teaching for the classroom teacher is truly an important role in our schools. We believe that all adults in our schools have a great impact on the learning environment for the children of Lansing School District.

Your role as a substitute teacher is an important and challenging one. We want your experience in our schools to be as positive and rewarding as possible, and we want to ensure that the high expectations we have for student learning is supported by your presence in the classroom.

In the Lansing School District we believe:

- Having a clear, focused educational mission is essential to identifying quality outcomes for student learning.
- High expectations for students and staff will enable us to reach for excellence in instruction and learning.
- Effective home - school relationships will greatly support and benefit our students in the educational process.
- Instructional leadership and focus is a shared responsibility.
- School should be a safe and orderly environment for students to learn.
- The frequent monitoring of student progress and success will enable us to improve the education for our youth in a systematic way.

The Lansing School District is continually looking to identify ways we can constantly improve the educational experience for the young people of our district.

The Substitute Teacher Resource Handbook is intended to provide you with information that will be helpful. Good luck, and thank you for substitute teaching in the Lansing School District!

Dan Wessel
Assistant Superintendent

GENERAL INFORMATION
OFFICES AND SCHOOLS
CONTACT PERSONS

DISTRICT ADMINISTRATION OFFICE..... 727-1100

200 E. Mary Street
Superintendent – Dr. Darrel Stufflebeam
Assistant Superintendent – Dan Wessel
Hollie Becker, Assistant Superintendent of Teaching and Learning
Director of Special Education – Mary Alice Schroeger
Special Education Coordinator – Dr. Ron Malcolm
Clerk of the Board – Doniaell Brandt
District Bookkeeper – Christine Smith
Superintendent's Secretary - Jan Zoellner
Community Relations Liaison/Emergency Preparedness Coordinator/
LEF Executive Director – Nineveh Carvan
Data Coordinator – Amanda Brown
Receptionist – Gabby Dodd

LANSING ELEMENTARY SCHOOL (Grades K-5) 727-1128

450 W. Mary Street
Principal – Sue Anderson, Grades K-2
Principal - Vickie Kelly, Grades 3-5
Secretaries – Anna Buffo, Devon Bresser
Registrar – Carrie Portenier

LANSING MIDDLE SCHOOL (Grades 6-8) 727-1197

220 Lion Lane
Principal - Kerry Brungardt
Assistant Principal – Brooks Jenkins
Secretaries – Shirley Painton, Sara Meyers
Registrar – Martina Crisp

LANSING HIGH SCHOOL (9-12) 727-3357

1412 147th Street
School Principal - Steve Dike
Assistant Principal – Nick Gray
Activities Director – Gary Mattingly
Secretaries – Mona Hauver, Debra Sorrell, Laura Totleben
Registrar – Connie Hamilton

NEW BEGINNINGS..... 682-4594

210 E. Mary Street
Dr. Ron Malcolm, Special Education Coordinator
Dr. Sandy VanCise

EARLY CHILDHOOD 727-1755

210 E. Mary Street
Dr. Ron Malcolm, Special Education Coordinator

SCHOOL HOURS

Elementary

Office Hours: 7:30 A.M. – 4:00 P.M.
Building Open for Students 8:00 A.M - 4:00 P.M.
School Hours: 8:30 A.M. – 3:30 P.M.
 First Bell 8:20 A.M.
 Tardy Bell 8:30 A.M.
Dismissal: 3:30 P.M..

Middle School

Office Hours: 7:30 A.M. – 4:00 P.M.
School Hours: 8:15 A.M. – 3:20 P.M.
Building Open for Students 7:45 A.M.

High School

Office Hours: 7:30
A.M. – 4:00 P.M.
School Hours: 8:05
A.M. – 3:10 P.M.
Building Open for
Students 7:40 A.M. -

LUNCH CHARGES

GRADES K-5	\$2.25/meal
GRADES 6-12.....	\$2.50/meal
ADULTS	\$3.50/meal
EXTRA MILK	\$.30 carton

SUBSTITUTE CONTACT

AESOP is the absence management system contracted by USD 469 for the sole purpose of scheduling substitutes for Lansing schools. If at any time your personal information changes, please contact Christine Smith, District Office at 913-727-1100 or christine.smith@usd469.net. You can review current assignments, review available jobs, cancel a job, and review your personal information on aesoponline.com.

INCLEMENT WEATHER

In the event the Superintendent finds it necessary to close school due to inclement weather or other reasons, you will not be required to report to your assigned school. Please sign up for the district's LION ALERT on the district website or check the local radio, television stations for any school closing information.

SAFETY

EMERGENCY PREPAREDNESS

Lansing USD#469 is dedicated to preparing all staff members in case of an emergency situation. Every classroom teacher will leave specific information for their classroom regarding staff response during an emergency situation, enhanced lockdown protocol, playground safety and additional safety information specific to their building and classroom. If you ever have a safety concern, please contact the building principal immediately or the Emergency Preparedness Coordinator at 913-727-1100.

BULLYING

Lansing Public School will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in its school buildings, on school grounds, or in any school related activities. USD 469 will initiate an investigation into all reports and complaints concerning bullying, cyberbullying, and retaliation in a timely and appropriate manner and take action to end that behavior and to restore a sense of safety to all community members. USD 469 will support this commitment in all aspects of its school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

PAYROLL PROCEDURE

The "Substitute Teacher Data Sheet" must be completed by the substitute teacher, turned into the school secretary at the end of the day, signed by the principal or secretary and sent to the District Office. Payment will be mailed to substitute teachers within one month of receiving the Data Sheet. Substitutes are paid on the 15th of the month. For days assigned in the month prior (i.e. payment October 15th are days worked September 1 - September 30.) If you have not chosen direct deposit, then your check will be mailed to your home address.

Payroll information is available through Skyward access www.tinyurl.com/LansingSkyward . Login is **first name.last name**. Lost passwords are available by calling 913-727-1100.

The following completed and signed forms are required to be on file in the Lansing District Office for payment to be made:

1. District Online Application
2. Kansas License
3. Copy of Social Security Card and Driver's License
4. W-4 (form)
5. Notarized Oath (form)
6. I-9 Employment Eligibility (form)
7. ACH Direct Deposit (form)
8. Current Certification of Health for School Personnel (TB Test) (form)
9. Background Screening Authorization and Disclosure (form)
10. Child Abuse and Neglect Central Registry Release of Information (form)

Payment for substitute teaching in Lansing School District is as follows:

Level I –	Certified teachers or those once certified in teaching	\$103.00
Level II –	Those with a college degree	\$95.00
Level III –	Those without a degree but having 60 hours	\$90.00
	* Long-Term Substitutes	1/188 of base pay

*Long-term positions occur after 10 consecutive days in the same teaching assignment.

SUBSTITUTE TEACHING PROCEDURES

REPORTING TO THE SCHOOL

Report to the school office 20 minutes prior to the beginning of school. Make certain the secretary knows who you are substituting for and records your name for payroll purposes.

Ask the secretary for any special instructions, keys, etc.

“Be flexible.” You may be asked to cover other classrooms during plan time or other teacher release time if the school has a need

Review lunch count procedures, absentee reporting, and plans left by the regular teacher. Be sure to note any special schedules of students in the class

HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT

1. The initial impact of the substitute teacher is the key factor in successful classroom management.
2. Self-confidence, self-knowledge, resiliency, initiative, and resourcefulness are some prerequisites.
3. Introduce yourself and write your name on the board.
4. Start the day out quickly, firmly, concisely. Be pleasant. Appear confident.
5. Problems might be eliminated if questions are phrased so only one student answers at a time
For example:
 - a) "Raise your hand if you can tell me where the folder is."
 - b) "John, where is the handwriting paper?"
6. Students are likely to say: "This is not the way our teacher does it." Tell them at the beginning, "Don't worry if I don't do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you." However, children often feel more secure when they follow established routine, so try to hold to the time schedule and other "anchor" routines.
7. Compliment things in the room (if applicable) and inquire about the things around the room (an interest in and positive attitude toward "their" space).
8. With any group Smile Be friendly Show enthusiasm
9. Try to learn names quickly. Have students help you...even the smallest task can put them on your side.
10. Remain calm and relaxed. Ask for help if needed.
11. Discipline is based on mutual understanding through honest, open communication.
12. Deal with individual students when problems occur, not the entire group. Don't degrade or belittle, but do handle situations when they occur.
13. If you send a student to the office, for disciplinary reasons, ask a teacher close by to watch your room and go with him/her or call the office on the intercom.

WHAT THE SCHOOL EXPECTS OF THE SUBSTITUTE TEACHER

1. Reporting to the principal or secretary first, upon arrival at school.
2. Keeping the atmosphere of the room pleasant and conducive to good work habits and maintain good discipline.
3. Performing the regular duties of the teacher in maintaining lunch and attendance records, grading daily work (unless otherwise directed), maintaining good housekeeping (care of plants, animals, materials), and notifying the principal of any problems or accidents that might occur.
4. Assuming the duties of the regular teacher which may include:
 - a. Bus duty
 - b. Playground supervision
 - c. Fire or tornado drill supervision
 - d. Before/After School Supervision
 - e. Hallway Supervision
 - f. Lunch or Breakfast Room Supervision
5. Being positive and kind to and about students
6. Being professional and ethical in the comments made outside of school and to parents who come to school.
7. Studying the "Teachers Handbook", relevant curriculum guides, and textbook materials to be as familiar as possible with the entire school program.

WHAT THE SCHOOL DOES NOT EXPECT OF THE SUBSTITUTE TEACHER

1. Introducing new or major units of work, unless approved by the principal.
2. Reporting pupil progress (report cards, parent conferences, etc.).
3. Divulging confidential information from school records. (May be a violation of FERPA)
4. Leaving the premises of the assigned school without express permission of the principal.
5. Utilizing the classroom computer for any personal use.

TECHNOLOGY USE FOR SUBSTITUTES

Teachers should not leave computer or Skyward logins for substitutes. If the teacher leaves directions that include to access files on their network drive or on the computer, please leave in your notes that you don't have access to them. Procedures normally done online will be done with paper or through another means. For access to the classroom computer, the **username is substitute** and the **password is teacher**. This will allow you to have access to the Internet. Remember the goals of the day are focused on educating students and all that it entails.

WHAT THE SUBSTITUTE TEACHER MAY EXPECT FROM THE SCHOOL

A. OFFICE CONTACT

1. Notify you promptly.
2. Provide you with schedules of building routines and regulations.
3. Inform you of special assignments or duties.
4. Help you become acquainted with the staff, pupils and building.
5. Provide instruction for discipline issues.
6. Bring to your attention and any special situations that exist.
7. Express appreciation for your cooperation and services.
8. Provide a substitute experience report.

B. THE REGULAR TEACHER SHOULD PROVIDE:

1. List of pupil names and/or seating chart.
2. Daily and weekly time schedule.
3. Lunch record sheet and attendance information sheets including instructions for their use.
4. Detailed lesson guides/plans.
5. List showing special schedules of students in class (reading, L.D., speech).
6. Crisis Plan and Chart.
7. List of pupils according to bus number.
8. Name of another teacher who will provide assistance to you.
9. List of students with special needs (emotional, medical, physical).

THE SUBSTITUTE CHECKLIST

IN MORNING:

- _____ 1. Smile. Be cheerful. The day has just begun.
- _____ 2. Greet administrator and/or office staff.
- _____ 3. Sign in with the main office.
- _____ 4. Collect room keys and class schedule.
- _____ 5. Check teacher's mailbox.
- _____ 6. Check classroom and/or work area for lesson plans.
- _____ 7. Write your name and today's date on the board.
- _____ 8. Record attendance and do a head count.

END OF THE DAY:

- _____ 1. Throughout the day write brief notes on lessons covered and student behavior to leave for the teacher.
- _____ 2. With students' help, leave room orderly.
- _____ 3. Return teacher's materials.
- _____ 4. Close windows, turn off lights and lock door.
- _____ 5. Complete your report to the teacher.
- _____ 6. Sign all necessary forms regarding your employment for the next day.
- _____ 7. Complete Substitute Experience Report.
- _____ 8. Ask in office if you will be needed the next day.

SUBSTITUTE TEACHER'S EXPERIENCE REPORT

(Fill out online at the end of day)

Substituted for _____ Dates: From _____ To _____
(name of teacher)

I was welcomed and assisted by the office staff. _____yes _____no
Comments: _____

The substitute teacher information provided contained the teacher's daily schedule, including any duties. _____yes _____no

The attendance directions were adequate. _____yes _____no

The lunch accounting directions were adequate. _____yes _____no

The seating charts were up-to-date and responsible students were labeled on the chart for each class. _____yes _____no

Lesson plans were up-to-date and contained detailed information for me to perform satisfactorily. _____yes _____no
Comments: _____

Teacher's editions of necessary textbooks were available. _____yes _____no
Comments: _____

The special standards, instructions and information provided by the teacher in the substitute material proved adequate. _____yes _____no
Comments: _____

I had a satisfying day(s) at this school. _____yes _____no

Comments: _____

I have these specific suggestions to improve the substitute service at this school:

Date _____

Substitute Teacher's Name (print) _____ Date _____

Substitute Teacher's Signature _____

SUBSTITUTE TEACHER EVALUATION FORM

Substitute: _____ Dates: From _____ To _____

Substituted
for: _____

CLASSROOM TEACHER:

Please comment below on the performance of your substitute
and return this form to the office today.

1. Lesson Plans were followed as directed. _____yes _____no
2. Procedures for correcting papers were followed. _____yes _____no
3. Adequate information was left for me by
substitute regarding day's work. _____yes _____no
4. Classroom, desk, books, papers, were left
in order. _____yes _____no

5. Overall appraisal of substitute:

On a 5-point appraisal scale, please circle the number that best describes the substitute's performance.

Unsatisfactory					Excellent
1	2	3	4	5	

6. Remarks: _____

7. If you have any concerns about having this teacher assigned to this school again, please discuss with the building principal.

NOTE: This form is available for inspection by a substitute teacher upon request. Conferences may be arranged with the principal/assistant principal if desired.

Regular Teacher _____

Date _____ School _____

TEACHER INFORMATION FOR SUBSTITUTES

1. You will find the following items in the places indicated:

Lunch report, location, and directions for recording

Attendance reports and directions for recording

Lesson plans

List of students by bus (if applicable)

Class list/seating chart/grade book

Fire and tornado drill plans/Crisis Chart

Teacher's manuals

Directions for when students may work together

Schedule for students in special programs

Information on volunteers or aides

Teacher's duty schedule

Teacher Handbook for school rules and procedures

Student Handbook for school rules and procedures

2. Students you can rely on for help are _____

3. A teacher who can help you _____

4. To use the phone _____
