

Neodesha USD #461  
Substitute Teacher Handbook



**USD 461 Neodesha Public Schools Mission Statement**

The Neodesha USD 461 Board of Education and professional educators believe that it is our mission to provide all students with the educational opportunity to succeed now and later in life.

**Vision Statement**

Neodesha USD 461 will be a leading educational system, creating standards for academic and personal excellence.

## **Administrative and Building Directory Information**

### **Board of Education USD 461**

522 Wisconsin  
Neodesha, Kansas 66757  
(620) 325-2610  
Juanita Erickson, Superintendent

### **Neodesha High School**

1001 N 8<sup>th</sup>  
Neodesha, Kansas 66757  
(620) 325-3015  
Nathan West, High School Principal  
Tanner Davis, Asst. Principal/Athletic Director

### **North Lawn Elementary School**

620 Granby  
Neodesha, Kansas 66757  
(620) 325-3011  
Hannah Wright, Principal  
Betty Bohannon, Substitute Caller, (620) 205-6236 cell phone

### **Heller Elementary School**

415 N 8<sup>th</sup>  
Neodesha, Kansas 66757  
(620) 325-3066  
Melissa Johnson, Principal

## **Standard Substitute Teacher Certificate Requirements**

- A. A substitute teacher certificate may be issued to any applicant:
1. Must hold a degree and have completed a teacher preparation program in order to qualify
  2. All applicants for an initial Kansas license must submit one fingerprint card for the purpose of a KBI and FBI background clearance report.
  3. One fingerprint card is also required for applicants whose Kansas certificate/license has been expired for 6 months or more.

## **Emergency Substitute Teacher Certificate Requirements**

- A. Emergency Substitute License – for individuals who have completed a minimum of 60 semester credit hours from a regionally accredited college or university

All applicants for an initial Kansas license must submit one fingerprint card for the purpose of a KBI and FBI background clearance report. One fingerprint card is also required for applicants whose Kansas certificate/license has been expired for 6 months or more.

Certification information is available on the Kansas Department of Education website: <http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/License-Application>

## **Other Requirements**

Each person holding an Initial Substitute Teaching License may not work for more than 90 days in any one teaching assignment. This does not apply to individuals who have a current endorsement in a regular elementary, middle level or secondary level subject area.

Each person holding an Emergency Substitute Teaching License may not work for more than 15 or 30 days as per your license in one teaching assignment.

If a teacher holding a valid certificate with an appropriate elementary, middle level, secondary, K-12, or substitute endorsement is not available, any school district may:

- A. use a substitute teacher holding a valid Kansas certificate at any level and in any field or subject; or
- B. employ persons who have been certified according to state board of education regulations as emergency substitute teachers.

A substitute who desires to participate in USD 461 inservice activities should contact the superintendent for information. Inservice education points earned under an approved development plan may be used for certificate renewal.

**Payment Procedures**

Substitute teachers are paid on the 15<sup>th</sup> of each month for days they worked in the previous month. The rate of pay is currently \$100 per day. Pay is prorated if substitute teachers work less than a full day (i.e. 1/3, 1/2, or 2/3).

Substitute teachers are considered “long-term substitutes” after working for 21 consecutive days in the same position. At that time, the rate of pay switches to \$100 a day for the first 20 days and \$120 for days 21 on.

Important reminders:

Substitute teachers who substitute for a Tri-County teacher are paid by the Tri-County Special Education Co-op.

If substitute teachers agree to sub for a non-certified employee, the rate of pay is at the classified substitute rate.

**Substitute Teacher Anticipated Payroll Periods/Pay Dates**

**School Year 2020-2021**

Pay Period	Pay Date
1 <sup>st</sup> Day of School - 8/31	09/15/20
09/01 – 09/30	10/15/20
10/01 – 10/31	11/13/20
11/01 – 11/30	12/15/20
12/01 – 12/31	01/15/21
01/01 – 01/31	02/12/21
02/01 – 02/28	03/15/21
03/01 – 03/31	04/15/21
04/01 – 04/30	05/14/21
05/01 – 05/31	06/15/21

**Direct Deposit is the recommended method of payment, but checks are available.**

## **Neodesha USD 461 Expectations for Substitute Teachers**

- ❖ Prepare for the day's work ahead by arriving on time and remaining at school until the professional day has been observed. Of course, if you are not called until late in the morning, we understand and hope you will report as soon as possible.
- ❖ Please check in and check out of the office at each school where you are to substitute.
- ❖ Communicate with the regular teacher by written notes and with the building administrators verbally on questions or about the day's activities.
- ❖ Plan for extra time in the classroom. At times, even the best plans do not follow a strict time schedule. Plan ahead with alternative activities for situations where time is a problem. Students need to be continuously involved in learning activities.
- ❖ Be a good supervisor by assisting in hall, lunch, and other appropriate supervision. Following the expectations of regular staff is expected and will be much appreciated by your co-workers and administrators.
- ❖ Ask your building administrator for assistance in determining building procedures or for specific information not provided herein.
- ❖ When discipline is a concern, ask for assistance early. Do not wait until the end of the hour or day to report problems or to seek assistance. We expect our students to observe disciplinary standards with our staff to insure a quality learning environment.

## **General Information**

### **Injuries on the Job**

As an employee of Neodesha USD 461, a substitute is covered for worker's compensation. Any injury sustained as an employee on school property, while in the normal course of duties as a substitute teacher, should be reported immediately to the school principal. This is done in order to establish a record of the injury.

## **Professional Ethics**

### **Confidentiality**

All school records and reports should be handled with care. Many records are of a confidential nature. They are maintained in order to provide information on child development for the professional staff.

It is essential that, as a teacher, you are careful not to divulge any confidential information, which has been received from contact with children and other people in the profession.

### **Understanding**

As a substitute traveling from school to school, you will observe many situations and modes of operation. Rather than disparage the teachers for whom you substitute, we hope you will keep in mind that teachers do not all work in the same way.

Understanding, not criticism, will go far in making your teaching assignment more pleasant for you and others around you. Instead of expressing comparisons among classrooms, teachers and schools, you should make every effort to carry on the program of the regular teacher and to fit in with the existing schedule.

### **It's time for class to start...**

Most information you need to carry on the regular classroom program is usually kept in one place by the regular teacher. This information should be placed on the teacher's desk.

There are many things you are going to need and should be looking for, such as lesson plans, accurate seating charts, schedules for library, art, and physical education classes, list of students who may study in various groups, list of student helpers together with their assigned duties, recess schedule, discipline procedures, fire and tornado drill instructions, and instructions to follow in case of accident or illness of pupils.

You will find that your teaching duties in an unfamiliar classroom will go more smoothly if you review the material before the class arrives. If there is no seating chart, you may want to make one. This way you can call students by name, thus helping to prevent discipline problems from developing.

### **Specifics on Lesson Plans**

Emphasis is placed upon the need for regular teachers to provide adequate lesson plans for the substitute teacher. Even with the best made plans, situations

often change or work is accomplished faster than anticipated by the absent teacher. Classroom procedures or school procedures (i.e. lunch, recess, music schedules, discipline procedures, class period schedule, etc.) are necessary and should be available in each school. Please seek assistance from the office or a fellow teacher for needed information. It is suggested that the substitute teacher have alternate activities prepared in case the regular plans are not sufficient. In these instances, you will need to use individual ingenuity and resourcefulness to plan the day's activities.

The development of your own teacher "survival kit" will serve you well during your career as a substitute. This kit should include activities in which you can involve students when your day doesn't go according to plan. When the VCR doesn't work, the library is too full for your students, or you need a few minutes to just get your bearings, your "survival kit" will be a welcomed tool.

### **Classroom Activities**

Classroom materials and supplies should be used with discretion. There are many instances in which the regular teacher has planned ahead for their use. All teaching materials, library materials, audio-visual aids, etc. should be properly cared for and left in an orderly fashion.

You should make all reports required concerning attendance, lunch, etc. If you are on a long-term assignment, consultation with the regular teacher should be arranged where practical and possible. The decision regarding a consultation will be made by the school principal.

### **Here you go!**

When the class arrives, introduce yourself, write your name on the board and smile. Your day with the students has begun.

As a professional teacher replacing the regular teacher who is absent, you should fulfill your obligation to make the school day of value to the students. We regard you as a professional teacher.

Rapport with students should be established quickly. A pleasant, sincere, but firm approach and adherence to the established routine of the classroom, will help ensure a relationship of mutual respect with the pupils. Students should be under your supervision at all times. The district expects all students to do the work assigned and to observe all the requirements of good conduct. You must accept school rules and regulations and for maintaining daily attendance records. If you are in doubt about the methods of keeping this record, information may be secured from the school secretary, the department head, the nearest classroom teacher, or the principal.

## **Specifics on Discipline**

Students are expected to observe school guidelines and regulations at all times. The substitute teacher is expected to maintain discipline in the classroom. It is important to have sufficient material to keep the students actively involved as a step in preventing discipline problems. In the event that discipline problems occur, contact the principal or assistant principal at the most immediate and appropriate time. Do not wait until the end of the day to report problems. Seek available assistance to remedy the situation as soon as possible. In no case is the substitute teacher to administer corporal punishment.

## **Emergency Procedures**

Emergencies can arise at any time, and you should be prepared to handle them with a minimum of confusion. Procedures differ throughout the district, depending on whether you are serving at the elementary schools, junior high, or high school.

Upon arrival at the school, you should check with the administration regarding emergency procedures and guidelines for handling situations involving student accidents, illnesses, and communicable diseases. At various times throughout the year, fire and other emergency drills may be conducted. When such drills are conducted, you should do the following:

1. Remain calm.
2. Inform the students of the drill, while demanding their silence and cooperation.
3. Accompany your class to the evacuation point in an orderly manner.
4. Permit student to re-enter only upon the direction of the administration.

## **Releasing a Student**

If a person not connected with the school seeks information about a student or permission to take the student from the room, refer that person directly to the principal. The principal (or designee) will determine whether or not the student should be excused and will notify you of the decision.





## Sample Classroom Sponges

Occasionally, you may need to involve your students in an activity to provide yourself time to take attendance, to review lesson plans, to provide a brief break in routine, etc. Following is a random listing of possible sponges. It is hoped that the list will stimulate additional ideas on your part.

### Beginning Level Sponges

- ❖ Be ready to tell one playground rule.
- ❖ Be ready to tell me the names of children in our class which begin or end with "M," etc.
- ❖ Be ready to draw something that is only drawn in circles.
- ❖ Be ready to tell a good health habit.
- ❖ Have a color word on the board. Have children draw something that color.
- ❖ Flash fingers – children tell how many fingers.
- ❖ Say a number, days of the week, months – and have children tell what comes next.
- ❖ "I went to the sporting goods store and I bought..." – each child names an item.
- ❖ What number(s) comes between these two numbers: 31-33, 45-57, etc.?
- ❖ What number comes before/after 46, 52, 13, etc.
- ❖ Write a word on the board. Ask children to make a list of words that rhyme.
- ❖ Write a word on the board. Ask children to list words with the same long or short vowel sounds.
- ❖ Put spelling words in alphabetical order.
- ❖ Count to 100 by 2's, 5's, 10's, etc. – either oral or written.
- ❖ Think of animals that live on a farm, in the jungle, in the water, etc.
- ❖ Give names of fruits, vegetables, meats, etc.
- ❖ Play "Hangman" using the names of the children in the class, colors, or numbers.
- ❖ Simon Says.
- ❖ List things you can touch, things you can smell, big things, small things, etc.
- ❖ List the colors you are wearing.
- ❖ Clapping games.
- ❖ Finger plays.

### Intermediate Level Sponges

- ❖ List the continents of the world.
- ❖ Make up three names for rock groups.
- ❖ Name as many kinds of windstorms as you can.
- ❖ Name as many gems or precious stones as you can.
- ❖ Write the names of all the girls in the class.
- ❖ Name as many teachers at this school as you can.
- ❖ List as many states as you can.

- ❖ Write: (1) an abbreviation; (2) a Roman numeral; (3) a trademark; (4) a proper name (biographical); (5) a proper name (geographical).
- ❖ How many countries and their capitals can you name?
- ❖ How many baseball teams can you name?
- ❖ Write down as many cartoon characters as you can.
- ❖ List as many kinds of flowers as you can.
- ❖ Turn to your neighbor. One of you tell the other about an interesting experience you have had. The listener must be prepared to retell the story to the class.
- ❖ Write what you would do if you saw an elephant in your backyard.
- ❖ Name as many kinds of ice cream as you can.
- ❖ List five parts of the body above the waist that have three letters.
- ❖ List one manufactured item for each letter of the alphabet.
- ❖ List as many nouns in the room as you can.
- ❖ List the mountain ranges of the United States.
- ❖ List five things you do after school
- ❖ List one proper noun for each letter of the alphabet.
- ❖ Write one kind of food beginning with each letter of the alphabet.
- ❖ Name as many holidays as you can.
- ❖ Name as many balls as you can that are used in sports games.
- ❖ List as many United States presidents as you can.
- ❖ List all the work tools you can think of.
- ❖ List as many models of cars as you can.
- ❖ Name all the colors you know.
- ❖ How many parts of an auto can you list?
- ❖ How many animals can you list whose names begin with vowels?
- ❖ List as many kinds of trees as you can.
- ❖ Name as many countries of the world as you can.
- ❖ List as many personal pronouns as you can.
- ❖ List as many kind of transportation as you can.
- ❖ How many different languages can you name?
- ❖ You have five children. Make up their five names.

### **High School Level Sponges**

- ❖ List as many states as you can.
- ❖ How many countries and their capitals can you name?
- ❖ List five parts of the body above the neck that have three letters.
- ❖ List one proper noun for each letter of the alphabet.
- ❖ List as many U.S. presidents as you can.
- ❖ List as many models of cars as you can.
- ❖ How many parts of an auto can you list?
- ❖ Name as many countries of the world as you can.
- ❖ List as many personal pronouns as you can.
- ❖ Write as many homonyms as you can. Example: past – passed
- ❖ Name as many politicians as you can.

- ❖ List all the foods you can that have sugar in them.
- ❖ List all the food you can that has milk in them.
- ❖ Name all the parts of speech and give an example of each.
- ❖ Why are these dates important? 1492, 1606, 1776, 1812
- ❖ Find these rivers on your map: Mississippi, Rio Grande, Colorado, Hudson
- ❖ Name the different sections of the newspaper.
- ❖ Name as many islands as you can.
- ❖ Name all the foods you can think of that contain protein.
- ❖ Name as many kinds of fish as you can.
- ❖ Name all the words you can that begin with the prefix “in.”

**A Substitute’s Bag of Tricks**  
**by Faye Robertson (a former substitute teacher)**

*A substitute should carry a “bag of tricks” with them to every class they visit. Age-appropriate books, small games, brainteaser books, and little prizes (Altoids, Certs, and Jolly Ranchers). These “tricks” have helped me through many rough spots and have filled in “down” times in many different classes. When you know ahead of time the grade level you will be teaching, it takes just a few minutes to throw in some time fillers that are both educational and fun.*

*Substitutes should try to keep up-to-date on happenings in the educational world. Many substitute teachers have never taught before. Remember, subs will be teaching outside the areas they were trained in. (I have taught everything from EMT to vocational high school kids learning to weld!) You can survive if you have some common sense and a sense of humor.*

*Keep your cool! There are always students who really test you, and you just have to remain calm and deal with it at that moment. The regular classroom teacher gets to deal with the fall-out from your day in the class, so try to keep it as wonderful as you can make it.*

## Signature Sheet

I have received and been given an opportunity to ask questions about this Substitute Teacher Handbook.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_