



**WETASKIWIN REGIONAL PUBLIC SCHOOLS**



# **Substitute Teacher Handbook**

## **Alder Flats Elementary School**

# TABLE OF CONTENTS

## **I DIVISION INFORMATION**

- A. Acknowledgements
- B. Responsibilities of a substitute teacher
- C. Application Process
- D. Administration information and Procedures
- E. Occupational, Health, and Safety
- F. Division Map
- G. Division Contacts

## **II SCHOOL INFORMATION**

- A. School Programs
- B. School Location / Directions
- C. Contact Information and Booking Procedures
- D. Parking and Checking In
- E. Keys
- F. School Floor Plan
- G. Bell Schedule(s)
- H. In-School Communication
- I. Attendance Policy and Procedures
- J. School Rules and Discipline Procedures
- K. Supervision Schedule and Guidelines
- L. School Lunch Routines
- M. Noon Hour Activities
- N. Computer Access, AV Equipment and other Technology
- O. School Emergency Plan / First Aid
- P. Substitute Mailbox and Bulletin Board
- Q. Routines for Collecting Forms and Money
- R. Monthly School Newsletter with Calendar

# DIVISION INFORMATION

## A. Acknowledgements

This manual was developed by a committee working under the direction of the Associate Superintendent: Instruction. Mr. Risto acknowledges the following committee members for their significant contributions in the development of this document.

Brigid Bishop, substitute teacher

Rose Briand, substitute teacher

Stacey Fiveland, Teacher Falun School

Wallace Porter, Principal Falun School

Lynn Hestbak, Principal Early Education and Family Wellness Centre

Wendy Crabtree, Information Liaison

## B. Responsibilities: Principal / Teacher / substitute teacher

**Principals** are responsible to provide a booking and orientation system for substitute teachers for their school which will include providing access to all necessary resources required for the substitute to fulfill their role.

**Teachers** shall plan in such a manner that they provide sufficient information for the substitute teacher in respect of plans for instruction, classroom procedures, attendance, student seating plans (the use of pictures for seating plans is encouraged) and room locations for classes. Their plans should be arranged in such a manner that a substitute teacher can carry on with the students learning and assessment whether they are able to prepare in advance for the substitute teacher or not and whether the teacher is away for part of a day or several days in succession. This will include appropriate access to the students' assessment records and the teachers' daily and unit plans for each subject taught. (The longer the teacher is absent the more responsibility the substitute will assume for planning and reporting.)

**Substitute teachers** are responsible to the Principal of the school to teach in accordance with the Program of Studies of the Province of Alberta and to provide such supervision of pupils as required by the principal.

**Substitute teachers** should follow the teacher's plans with little deviation unless the situation leaves no choice. An active role with individual initiative is encouraged, within the parameters of the lesson, to make the class time as valuable as possible for the students. Significant deviations from lesson plans are to be reported to the teacher. (As noted above, the longer the substitute teacher is in the same assignment the more responsibility they will assume responsibility for planning and reporting.)

Upon arrival at the school the substitute teacher will;

1. Report to the principal or the designate to receive:
  - A. the teacher's plans for instruction.
  - B. the teacher's timetable
  - C. the schedule for any special education students in the class who leave the classroom.
  - D. the location of any special materials or equipment needed
  - E. any keys required
  - F. the supervision schedule (NOTE: Substitutes are expected to assume the supervisory activities of the teacher being replaced.);
2. Go to the classroom to prepare for the day and to meet the students before the class commences. (Substitute teachers should be provided with sufficient uninterrupted time to prepare for the day.);
3. Leave a written record of the day for the returning teacher. You may wish to note assignments completed any problems students experienced with the assignments and class behavior – "good" behavior as well as discipline problems, etc.;
4. Complete and have the school administrator or designate sign the timesheet before leaving the school. Additionally, before leaving the school, confirm that your employment for the day has been recorded.

### C. Application Process

All teachers wishing to be placed on the Division's substitute teacher list must submit:

1. a Substitute Teacher Questionnaire – available at Division Office or from the website <http://www.wrps.ab.ca/substitute-teachers>
2. a copy of their valid Alberta Teaching Certificate
3. a copy of their most up-to-date TQS evaluation
4. a copy of a Criminal Record Check dated within one year of the time of application
5. verification of any relevant teaching experience with other school boards
6. all relevant payroll forms provided at the time of application available from the website

Substitute teachers must inform the Division's Human Resources Department of any changes to their personal information.

Substitute teachers will remain on the Division's list from year to year unless they request that the Human Resources Department remove them or if the Associate Superintendent: Instruction removes them. In the event that they have been removed from the list by the Associate Superintendent: Instruction they will be notified in writing by the Associate Superintendent: Instruction

## D. Administration Information and Procedures

### A. Booking:

A current list of substitute teachers, including grade and subject preferences and contact information, is maintained by the Human Resources Department and is made available to each principal through the DocuShare records management system. Only substitute teachers who have completed the application process and who appear on the list may be hired by a principal or designate. Staff are encouraged not to rely on a paper copy of the substitute teacher list since it may not be up to date.

School staff will call substitutes as early as possible once the need for a substitute teacher has been identified.

At the time of the call, a substitute teacher should be made aware of the teaching and supervision assignment that he/she is being asked to fill.

An attempt should be made to place substitute teachers in their specific teaching field however, this is not always possible. Substitute teachers have the right to decline any position that he/she is asked to fill. If they choose to decline an offer their decision will not affect future bookings.

Where possible, there should not be any last minute changes to the assignment unless mutually agreed to prior to the substitute teacher's arrival.

### B. Pay Procedures:

A. Time sheets are available at each school and on the website. The substitute teacher is responsible for completing and submitting the time sheet. This sheet must be signed by the appropriate school administrator. Time sheets must be forwarded to the Division Office by the 17<sup>th</sup> day of each month. Time sheets submitted after this date will be paid the following month. In December time sheets received by December 10<sup>th</sup> will be paid as per the Collective Agreement (10.3). Time sheets received after December 10<sup>th</sup> will be paid on the 27<sup>th</sup> of December.

B. Claims are processed and payment is issued on the 27<sup>th</sup> of each month by direct deposit. The salary is calculated, as per the Collective Agreement, on a daily or one-half day basis as verified by the principal. Should a substitute teacher feel there is an error in substitute payment, please contact the principal of the school. Substitute teachers may also contact the payroll department with questions.

C. Substitute teachers who have not received notice of cancellation at least twelve hours prior to reporting for duty, will provide alternate duties as directed by the principal and will receive payment for that period of time.

D. Payment of substitute teachers is covered in the Collective Agreement as follows:

Teachers engaged as substitutes shall hold a valid Alberta teaching certificate. Substitute teachers shall be paid .0036 times the grid figure for four years of education and zero years of experience for each full day of work and 60% of the full day rate for each half day of work. This rate is inclusive of vacation pay. **Note:** The half-day rate does not apply to a substitute teacher replacing one teacher in the morning and another teacher in the afternoon in the same school.

When a substitute teacher has taught for more than three days consecutively in one position, the teacher shall be placed on the salary grid in accordance with their years of training and experience, such placement to be effective from the fourth day of service in that position.

Substitute teachers shall be paid on the same date as all other teachers provided they fulfill their responsibilities in completing their required payroll information by the established cut-off date.

Any teacher other than a substitute, hired on a day-to-day basis, who teaches in a school which has a longer day and a shorter school year is to be paid an appropriate rate. Deductions from annual salary shall be made on the same basis.

Teachers shall accumulate experience increments for substitute teaching with the Wetaskiwin Regional Division No 11 at the following rate: one year of experience for every 125 FTE days of substitute teaching earned within a three year period. These increments shall not apply retroactively but shall come into effect following ratification of this collective agreement. For the implementation of this clause, teachers who wish to claim experience for previous years shall be required to provide proof of service to the Board.

When a substitute teacher has accepted employment, such employment shall not be cancelled without 12 hours notice. Where the anticipated employment is greater than one day, the second and subsequent days may be cancelled with 12 hours notice.

**Note:** A copy of the entire Collective Agreement between Wetaskiwin Regional Public Schools and the ATA is available on the Division's website.

- E. Substitute teachers are eligible for health benefit coverage through ASEBP. Substitute teachers must contact ASEBP directly if they wish to purchase benefits. Information is on the ASEBP web site at [www.asebp.ab.ca](http://www.asebp.ab.ca)
- F. Substitute teachers holding an interim certificate which is about to expire must contact the Human Resources department which will assist in applying for an extension.

Substitute teachers wishing to apply for a permanent teaching certificate must complete two years (400 days) of substitute teaching and must be recommended by a principal. A principal may make a recommendation on the basis of a successful evaluation. Upon a successful evaluation, the evaluating principal will submit a letter of recommendation to the Human Resources department.

Please note that it the substitute teacher's responsibility to provide a record of all relevant teaching experience.

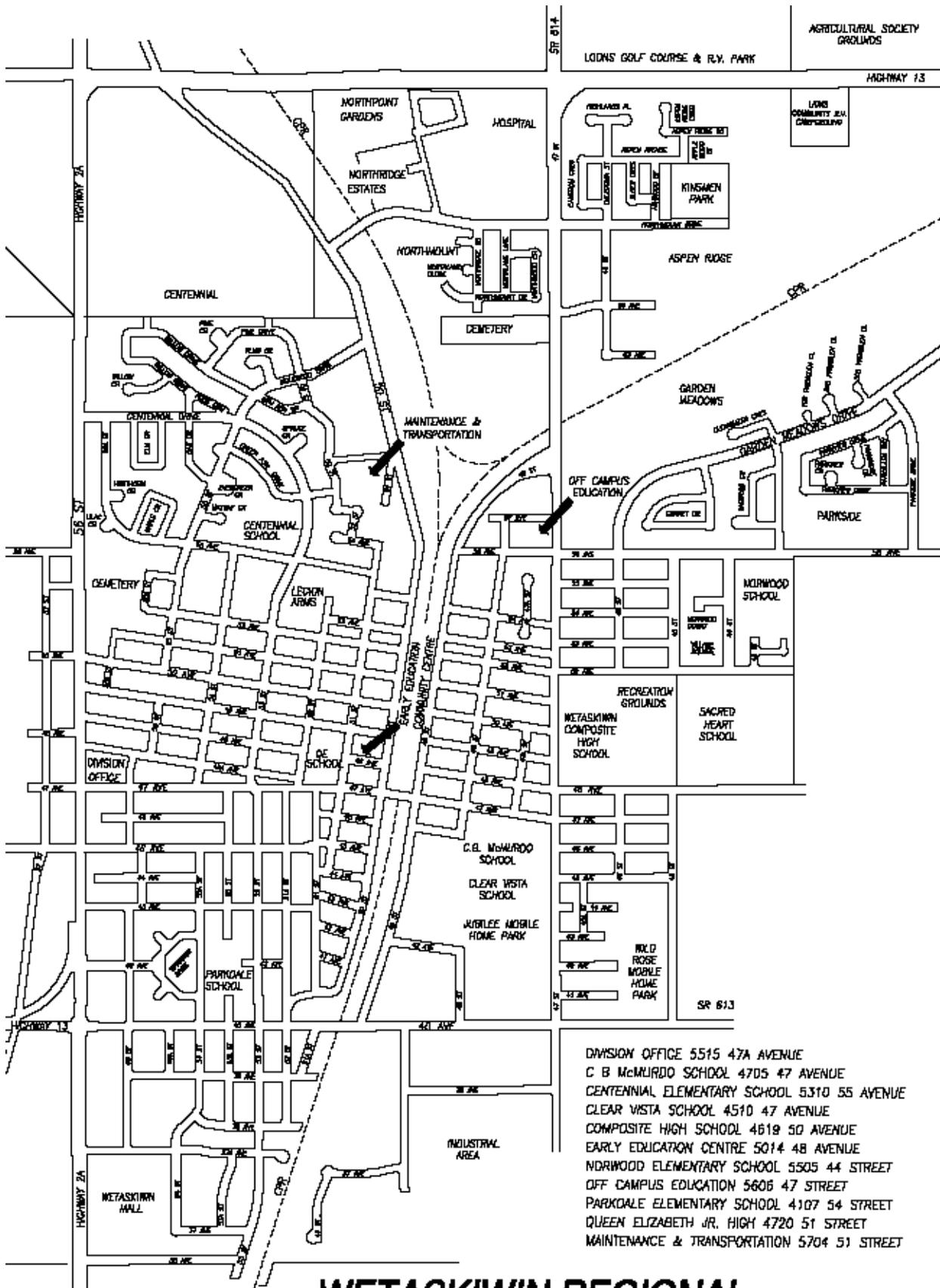
## E. Occupational Health and Safety

The principal or designate will provide information to substitute teachers regarding hazards or controls that they need to be aware of to ensure their safety while working at the school.

Substitute teachers can contact the school Health and Safety Leader or the Division's Health and Safety Coordinator should there be any questions or concerns.

## **F. Division Map**





# SCHOOL INFORMATION

## A. School Programs

Alder Flats is a regular K-6 elementary school that shares its facility with the Regional Public Library and a local Playschool.

## B. School Location / Directions

Alder Flats is located approximately 110 km west of the City of Wetaskiwin, on Highway 13. The school is located in the hamlet of Alder Flats, on the corner of 2<sup>nd</sup> Street West & Highway 13.

## C. Contact Information and Booking Procedures

1. Alder Flats Elementary School - Telephone: 780-388-3881 Fax: 780-388-3887
2. Principal: Sean Madill  
Learning Support Teacher: Christina Leeder  
School Administrative Assistant: Richelle Seely
3. For the most part substitute teachers are booked by the teacher requiring the sub. Occasionally, the Administrative Assistant will book a sub for teachers.
4. Should a sub find it necessary to cancel a booking on the morning of scheduled work, please contact the teacher he/she is replacing.

## D. Parking and Checking In

1. Substitute teachers should park in the staff parking lot on the west side, & across the road from the school. There is a designated area for staff.
2. Plug-ins are available in the winter for staff who park along the metal rails in the parking lot.
3. Substitute teachers should arrive by 8:15 am. Students arrive at the school at approximately 8:20 – 8:25 a.m.
4. Substitute teachers may use the west entrance of the school for arrival in the morning & for departure in the afternoon. The west entrance doors are locked during school hours. During the day, the substitute teacher should use the north entrance to the school.
5. All substitute teachers should report to the office upon arrival.
6. The time sheet is signed by the Administrative Assistant, who is located in the main office of the school.
7. Substitutes may leave their personal belongings in the staff room. There are several empty mail boxes the sub may use if they wish to do so. Students are not allowed in the staff room.

8. Most substitutes bring a bag lunch. The school has a small canteen, which is open during 'lunch in'. Parent council also provides a hot lunch on Tuesdays & Thursdays, at a minimal cost. Hot lunch is pre-ordered, but there usually is extra food available.
9. The staff room is equipped with hot water for tea & coffee and two microwaves.

## E. Keys

1. If a substitute would like a key to carry with them during the day, they may request a key at the school office. If the sub does not want to carry a key, one is available at the school office, to be returned immediately after use. The Administrative Assistant keeps track of the sub keys.

## H. In-School Communication

There is a telephone in every classroom. If the sub would like to speak to someone in the school office, they may push the 'office' button.

If the sub wishes to make an external call, they must dial '9' & then the number they would like to call. Only local calls are permitted.

If the office calls the classroom to inform the substitute that they have a call 'parked', the substitute should hang up, then pick up & dial '101'.

## I. Attendance Policy and Procedures

1. Attendance is taken on a class attendance form. The form should be submitted to the school office by the end of period 5.
2. Attendance may be telephoned to the office in the a.m. & the attendance sheet may be submitted to the office, with the p.m. attendance, by the end of period 5 (1:10 p.m.).
3. A student is considered late when they are not in class at the 8:35 a.m. commencement bell. Late students can be reported by the teacher over the classroom telephone, or the student may report to the office upon his/her arrival.
4. Updated copies of class lists are kept in the emergency back pack in each classroom.

## J. School Rules and Discipline Procedures

1. School priority rules:
  - A. Students are not permitted to use cell phones, I-pods, etc. during school hours. If students bring electronic devices to school, they must either keep them in their locker or take them to the school office for the day. The school is not responsible for any damaged, lost or missing items.
  - B. Students are not permitted to wear hats inside the school.
  - C. Students are allowed to use the office phone for emergencies only.

2. Behavioral expectations
  - A. Students are expected to show respectful behavior to both staff and fellow students at all times.
  - B. Students are expected to complete assignments in a timely manner and ask for clarification &/or help when necessary.
3. Consequences
  - A. Students who are disruptive or disrespectful should be dealt with quickly and fairly.
  - B. Please check information from the specific teacher for consequences.
  - C. Phone the office if direct disobedience, disrespect or potential harm to the student or others occurs.
  - D. There is a "noon room" for students to catch up on work or serve a detention. Forms are available in the staff room or from the teacher. Work must be sent with students.

## K. Supervision Schedule and Guidelines

### **Outdoor Supervision:**

1. Students are expected to show respectful behavior to all staff & students.
2. The area to be supervised is divided into 2 zones for short recesses and 4 zones for lunch recess.
 

**Recess am and pm**

Zone 1 – Div 2 playground ,swings, fitness equipment, Saucer swings

Zone 2- Div 1 equipment, basketball, volleyball area, swings, playfield

Supervisors may rotate or switch zones but there must always be one person in each zone.
3. A walkie-talkie is to be carried by one supervisor in order to communicate with the school if there is an issue.
4. Playground expectations and rules are posted at the North entrance door and in the staff room.
5. Supervisors may rotate or switch zones but there must always be one person in each zone.
6. A walkie-talkie is to be carried by one supervisor in order to communicate with the school if there is an issue.
7. Staff use walkie talkies at the end of the day for bus supervision. The walkie talkies are located in the staffroom, on the cupboard, near the telephone
8. If a student is injured & assistance is required, please send someone inside to get another adult.
9. Grade 4/5/6 students are not allowed on the small playground except for Wednesdays.
10. ECS, & Grade 1/2 students are not allowed on the Div. II playground except for Wednesdays.

### **Lunch / Indoor Supervision**

1. Students may purchase food, milk or juice from the lunch room from 11:42 a.m. – 11:57 a.m. Students who have purchased food items from the lunch room take priority for use of the microwaves. Students are encouraged to bring lunch items that do not need heating, but if they do, they may use the microwave in their classroom.

2. During 'lunch in' homeroom teachers stay in their classroom with their students while they eat their lunch.

During 'lunch out' supervision is as per the supervision schedule provided.

Students are to be supervised while in the gym, computer lab & the library.

3. During extreme weather, homeroom teachers stay in class with their students during recess, unless another teacher takes their group of students into the gym or computer lab.

## L. School Lunch Routines

1. Substitute teachers are expected to stay with the students until 'lunch in' is over, if they are subbing for a homeroom teacher.
2. If a student does not have a lunch, the parent is called & asked to bring a lunch first. If the parent is unable to bring lunch, the student is given 'emergency' food, which could be cereal & <http://www.alderflatschool.ca/documents#milk>, leftovers from a hot lunch day, etc., or if the student has money, he/she may purchase something from the lunch room.
3. All students eat their lunch in their specific homeroom.
4. Students are not permitted to leave the school grounds, unless a parent, guardian, etc. picks them up or gives them permission to go elsewhere. Students have a standing permission slip for 'walking' field trips, where they all go as a group with a supervisor.

## M. Noon Hour Activities

1. Students are expected to play outside during lunch recess, except for in extreme weather. In this case, students are expected to remain in their homeroom unless other arrangements have been made to go to the gym, computer lab, etc.
2. Students do not usually stay in the library during lunch recess, except in the case of a detention.
3. Students may go in the gym with a willing supervisor.
4. A computer lab schedule is posted on the door of the computer lab.

## N. Computer Access, AV Equipment, and other Technology

1. For Smart Board usage, internet access, attendance etc. - See teacher notes for log-in information  
The AV equipment is stored in the milk room (Room 118). There are several TV's, DVD's, etc. available for use.
2. The computer lab has a schedule on the door. Times are also posted on the timetable board in the school office.
4. Mrs. Leeder & Mr. Madill are usually available in between classes during the day to help with computer questions.
5. The photocopier does not require a password or guest log-in. If help is needed, please ask the Administrative Assistant.

## **O. School Emergency Plan / First Aid**

1. Emergency procedures for fire drills and lock downs are posted in the classroom. Emergency backpacks with class lists & additional resources are located in all teaching areas.
2. If a student is injured, they are brought to the office & first aid is given if needed. The parent is then notified.
3. All injuries should be reported to the office. Take note of the details - what happened, how it happened, which body part was injured, time of day, who witnessed the incident, etc. These details are necessary for completing an injury report. The Administrative Assistant will then complete an injury report.
4. When a student becomes ill at school, they will usually rest in the infirmary. If they do not feel better after resting, the parent is called & asked to pick their child up.
5. If you suspect a child has lice, the student is brought to the office, where the Principal or designate will do a head check. If lice are found, the parent is called (usually by the Learning Support Teacher) to come pick up their child. An information sheet is given to the parent at that time. A note (which indicates that a child in the classroom has lice & therefore there is a need to check their children) goes home in whichever classroom the child was in.

## **P. Substitute Mailbox and/or Bulletin Board**

The staff room contains updated information about activities as well as P.D and other information.

## **Q. Routines for Collecting Forms and Money**

1. For the most part, all forms & all money is not kept in the classroom. All forms & money should be submitted to the Administrative Assistant at the office.

## **R. Monthly School Newsletter with Calendar**

Alder Flats Elementary School distributes a monthly newsletter & calendar prior to the beginning of each new month. Copies are available at the office. Newsletters, calendars & teacher newsletters & information is also available on the school website at <http://www.alderflatsschool.ca>.