



WETASKIWIN REGIONAL PUBLIC SCHOOLS



# Substitute Teacher Handbook

Wetaskiwin  
Composite High  
School

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# 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
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

### 1. 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.

### 2. 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.

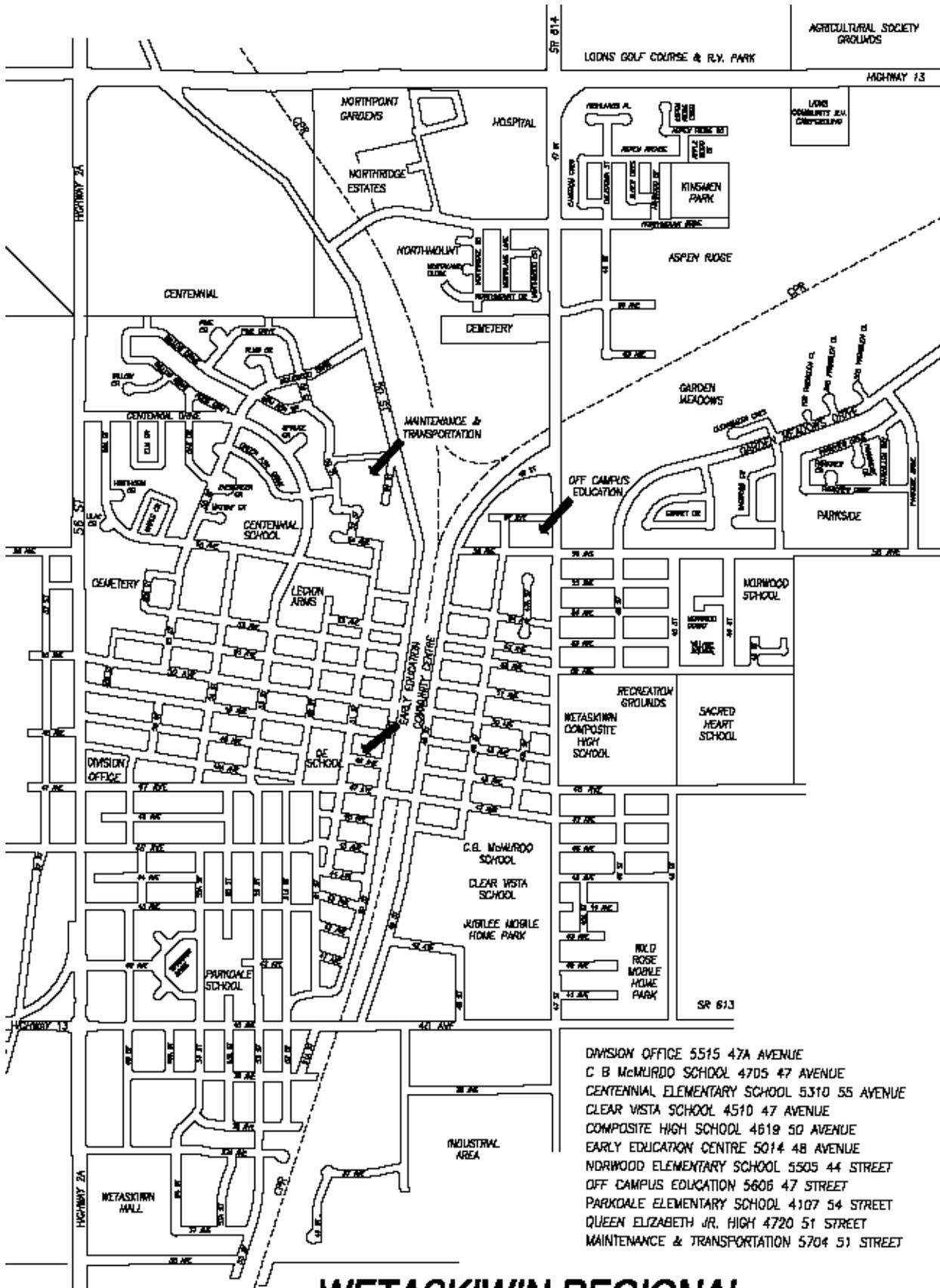
Please note that it the substitute teacher's responsibility to provide a record of all relevant teaching experience.

## 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.





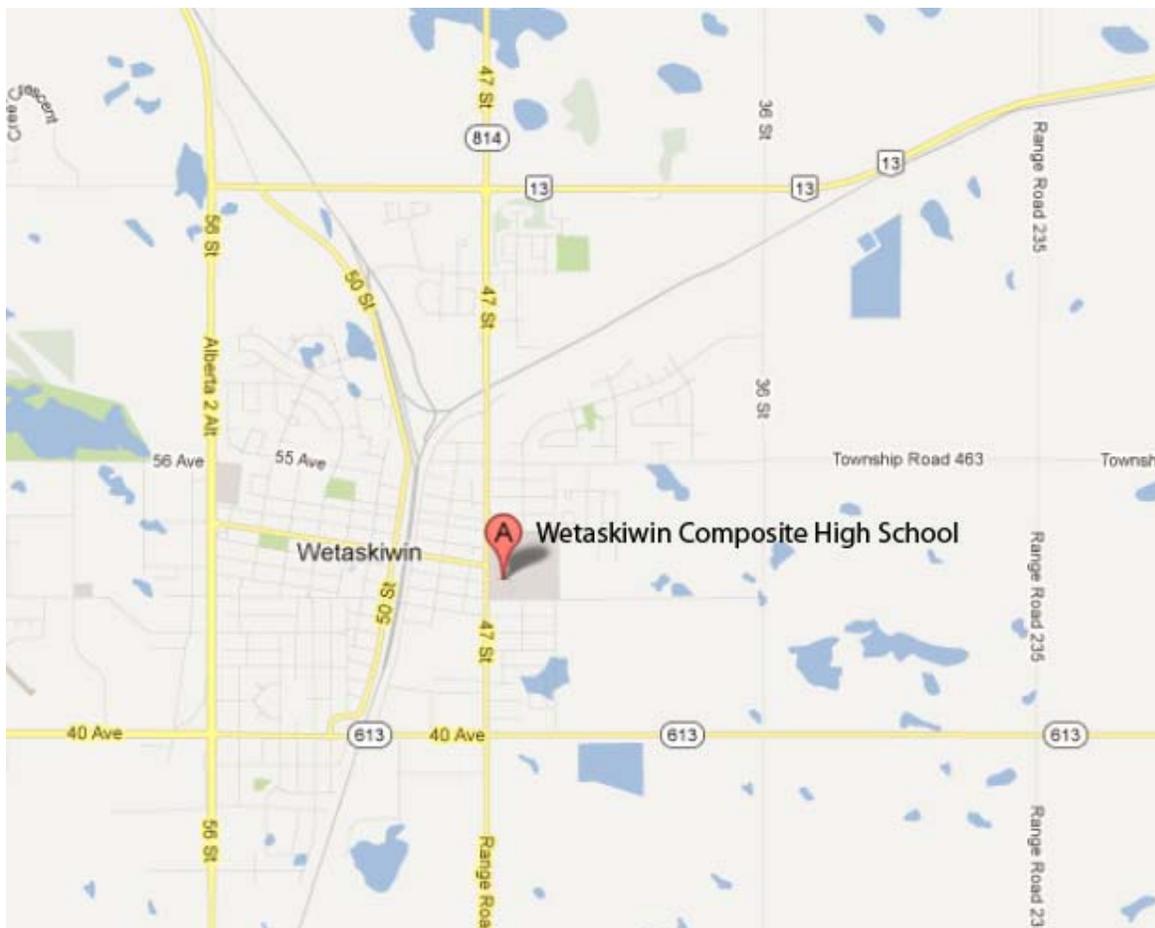
# SCHOOL INFORMATION

## A. School Programs

Wetaskiwin Composite High School serves the needs of approximately 950 students from the City of Wetaskiwin, Town of Millet and the rural area of the County of Wetaskiwin, east of Highway 2. First Nations students from the Four Nations Reserve south of Wetaskiwin are also served. The school is constantly adapting to meet the needs of its continually changing clientele. Programs include: Alternate Education, Career and Technical Studies (Business and Vocational Education), General and Advanced level courses and a wide variety of complementary and optional courses.

## B. School Location / Directions

1. Address: Wetaskiwin Composite High School  
4619–50 Avenue, Wetaskiwin, AB, T9A-0R6
2. Directions to the school:



### C. Contact Information and Booking Procedures

1. School phone: 780.352.2295
2. School Fax: 780.352.7319
3. Principal: Mr. Kris Denney  
Vice-principal: Mr. Darren Demone  
Vice-principal: Mr. Shawn Willmott  
School Secretaries: Mrs. Karen Hok, Mrs. Beverly MacDonald, Mrs. Deb Hill, Mrs. Nicole Monea, Mrs. Kathryn Campbell
4. Substitute teacher bookings are conducted by Mrs. Karen Hok
5. If a substitute teacher has to cancel a booking the morning of the scheduled work, please contact Mrs. Karen Hok at the school after 7:30 am at 780.352.2295.

### D. Parking and Checking In

1. Substitute teachers can park north of the school facing the skateboard park. School parking is limited to staff only.
2. Plug-ins are not available in winter.
3. Arrival Time: Substitute teachers should arrive at the school no later than 8:30 am prior to classes starting (12:00 pm if subbing for the afternoon only).
4. School Entrance: There are two main entrances – one on the west side of the school (close to the office) and the other on the north side of the school by the gym.
5. Reporting Procedure: Substitute teachers should report to the main office. Mrs. Karen Hok is the main contact person.
6. Who signs the timesheet? Mrs. Karen Hok will sign timesheets.
7. Where can substitutes keep their personal belongings? A staff coat rack can be found in the staffroom. If you have valuables that need to be locked away, please see one of the admin assistants in the office. Lockers are available in the staffroom.
8. Are there lunch facilities available? Vending machines are available in the school atrium. The school cafeteria provides hot meals each day.

### E. Keys

1. Substitute teachers will be issued appropriate keys for the rooms in which they teach.
2. Mrs. Karen Hok will issue keys.



## G. Bell Schedules

1. Include a copy of the school's Bell Schedule

# WCHS TIME TABLE / BELL SCHEDULE 2018-19

Monday	Tuesday	Wednesday	Thursday	Friday
Warning Bell – 8:45				
<b>Period 1</b> 8:49 am – 10:12 am (83 min)	<b>Period 1 (73 min)</b> 8:49-10:02 am	<b>Period 1</b> 8:49 am – 10:12 am (83 min)	<b>Period 1 (73 min)</b> 8:49-10:02 am	<b>Period 1</b> 8:49 am – 10:12 am (83 min)
	Break (10:02-10:06)		Break (10:02-10:06)	
10:12 am – 10:18 am	<b>Direct Learning (10:06-10:46)</b>	10:12 am – 10:18 am	<b>Direct Learning (10:06-10:46)</b>	10:12 am – 10:18 am
<b>Period 2</b> 10:18 am – 11:41 am (83 min)	Break (10:46-10:50)	<b>Period 2</b> 10:18 am – 11:41 am (83 min)	Break (10:46-10:50)	<b>Period 2</b> 10:18 am – 11:41 am (83 min)
	<b>Period 2 (73 min)</b> 10:50-12:03 pm		<b>Period 2 (73 min)</b> 10:50-12:03 pm	
<b>Lunch (45 min)</b> 11:41 am – 12:22 pm	<b>Lunch (45 min)</b> 12:03-12:44 pm	<b>Lunch (45 min)</b> 11:41 am – 12:22 pm	<b>Lunch (45 min)</b> 12:03-12:44 pm	<b>Lunch (45 min)</b> 11:41 am – 12:22 pm
12:22 pm – 12:26 pm	Warning Bell 12:44	12:22 pm – 12:26 pm	Warning Bell 12:44	12:22 pm – 12:26 pm
<b>Period 3</b> 12:26 pm – 1:49 pm (83 min)	<b>Period 3 (73 min)</b> 12:48-2:01 pm	<b>Period 3</b> 12:26 pm – 1:49 pm (83 min)	<b>Period 3 (73 min)</b> 12:48-2:01 pm	<b>Period 3</b> 12:26 pm – 1:49 pm (83 min)
1:49 pm – 1:55 pm	Break (2:01-2:05)	1:49 pm – 1:55 pm	Break (2:01-2:05 pm)	1:49 pm – 1:55 pm
<b>Period 4</b> 1:55 pm – 3:18 pm (83 min)	<b>Period 4 (73 min)</b> 2:05-3:18 pm	<b>Period 4</b> 1:55 pm – 3:18 pm (83 min)	<b>Period 4 (73 min)</b> 2:05-3:18 pm	<b>Period 4</b> 1:55 pm – 3:18 pm (83 min)

## H. In-School Communication

1. In-school Communication: Telephones are located in each classroom. Dial "0" to reach the main office. Individual rooms can be contacted by using the directory below:

Teachers	Intercom #	Classroom #
Allen, Kristi	1290	Room #129
Billingsley, Tara	1550	Room #155
Blacker, Al	1370	Room #137 (P3)
	1270	Room #127 (P4)
Cross, Rob	1691	Gym - Gym Office
Dick, Dan	1570	Room #157 (Wahkotowin Room)
	1530	Room #153 (P4)
Fiveland, Dean (Katie Grubjesic)	1620	Room #162 (P1-2)
	1691	Gym - Gym Office
Flynn, Mark	1440	Room #144
Foley, Melissa	1370	Room #137
Gackle, Monica	2020	Room #202
Gare, Doris	1220	Room #122
Guren, Oystein	1450	Room #145 (P1 & 2)
	1180	Room #118 (P3)
	1660	Room #166 (P4)
Hall, Sandra	1791	Room #179 (P1-3)
	1600	Room #160 (P4)
Hebert, Chuck	1691	Gym - Gym Office (P1, 3)
	1760	Room #176 (P2)
	1220	Room #122 (P4)
Hetlinger, Cara	2030	Room # 203
Hetlinger, Cory	1660	Room #166 (P1, 3)
	1691	Gym - Gym Office (P2)
	1670	Room # 167 (P4)
Hudacek, Lori	1520	Room #152
Ilg, Lana	1450	Room #145 (P1)
	1691	Gym - Gym Office (P2 & 4)
	1620	Room #162 (P3)
Jacobsen, Kirsten	1500	Commerical Kitchen
Jensen, Eric	1640	Room #164
Jorgensen, Jordana	1200	Room #120
Kijewski, Kelly	1350	Room #135 (Bldg. Construction)
Kjos, Chris	1321	Room #132 (ALS classroom)
Krause, Jo	1560	Room #156
LeGrow, Christina	2050	Room #205
Mansea, Donna	1290	Room #129 (P1)
	1530	Room #153
Marshall, Dawn	1770	Room #177 (P2)
	2090	Room #209 (P3)
	2130	Room # 213 (P4)
McBride, Russ	1600	Room #160

ADMINISTRATORS	Intercom #	
Kris Denney - Principal	1030	Main Office
Darren Demone (Grades 9 & 10)	1020	Main Office
Shawn Willmott (Grades 11 & 12)	1010	Main Office

COUNSELLORS	Intercom #	
Val Brandham (Grades 9 & 10)	1100	Student Services
Sue Klein (Grades 11)	1090	Student Services
Dawn Werner (Grades 12)	1110	Student Services

SUCCESS COACHES	Intercom #	
Teddi Littlechild (Grades 9 & 10)	1540	Grade 9 Office
Dan Dick (Grades 11 & 12)	1570	Wahkotowin Room

Shannon Graham (Grades 9 & 10)	1120	Student Services
Jodie Bodnar (Grades 9 & 10)	1150	Student Services
Tanya McFarland (Grades 11 & 12)	1130	Student Services

ADMIN. ASSISTANTS	Intercom #	Room #
Main Office - press 0	1000	
Karen Hok (Office Manager)	1004	Main Office
Bev MacDonald	1001	Main Office
Deb Hill	1002/1081	Main Office
Nicole Monea	1003	Main Office
Kathryn Campbell	1080	Student Services

Miscellaneous	Intercom #	Room #
Accom. Room (Darlene MacMillan)	1590	Room #159
Art Room	2130	Room #213
Automotives	1430	Classroom
	1431	Office
Bookroom	1491	
Building Construction	1350	Classroom
	1351	Office
Bus. Ed. Office	1451	
Café/Commerical Kitchen	1500	
Coffee Loft	1493	Learning Commons/upstairs
Conference Room	1040	Main Office
Cosmetology	1700	Room #170
	1701	Office
Custodial (office)	1411	Storage/Garage

<b>McComb, James</b>	<b>1430</b>	Room #143 (Automotives)
<b>McEwen, Aileen</b>	<b>2070</b>	Room #207
<b>McFeely, Charlene</b>	<b>1180</b>	Room #118
<b>McKinnon, Kerri</b>	<b>1341</b>	Room #134 (RLS classroom)
<b>Orr, Cheryl</b>	<b>1260</b>	Room # 126 (GOALS classroom)
	<b>1460</b>	Room #146 (P4)
<b>Palmer, Stacey</b>	<b>1240</b>	Room #124
<b>Paukstat, Kristi</b>	<b>1510</b>	Room #151 (P1&2)
	<b>1670</b>	Room #167 (P3)
	<b>1760</b>	Room #176 (P4)
<b>Prins, Miriam</b>	<b>1490</b>	Learning Commons
<b>Ross, Cheryl</b>	<b>2130</b>	Room #213 (P1&3)
	<b>2090</b>	Room #209 (P2&4)
<b>Rusin, Shirley</b>	<b>1700</b>	Room #170 (Cosmetology)
<b>Schatschneider, Teneal</b>	<b>2060</b>	Room #206
<b>Schultz, Colleen</b>	<b>2040</b>	Room #204 (P1-3)
	<b>1700</b>	Room #170 (P4)
<b>Singer, Nicola</b>	<b>1460</b>	Room #146 (Foods Lab)
<b>Sorensen, Dayne</b>	<b>1530</b>	Room # 153 (P1)
	<b>1660</b>	Room #166 (P2)
	<b>1510</b>	Room #151 (P3 & 4)
<b>Spinney, Michael</b>	<b>1450</b>	Room #145 (P1&2)
<b>Van de Kraats, Nicole</b>	<b>2090</b>	Room #209 (P1)
	<b>2050</b>	Room #205 (P2)
<b>Way, Paul</b>	<b>1270</b>	Room #127

<b>Drama Room</b>	<b>1770</b>	Classroom
<b>English</b> (office)	<b>2010</b>	
(storage room)	<b>2120</b>	
<b>Fabrication Shop</b>	<b>1370</b>	Classroom
	<b>1371</b>	Office
<b>Fitness Room</b>	<b>1760</b>	
<b>Learning Commons:</b>	<b>1490</b>	Front Desk
	<b>1492</b>	Back Desk
<b>Math - office</b>	<b>1271</b>	
<b>Music - office</b>	<b>1791</b>	Room #179
<b>Science - office</b>	<b>1181</b>	
<b>Social Studies - office</b>	<b>2140</b>	
<b>Staff Room</b>	<b>1160</b>	
<b>Student Council Room</b>	<b>1231</b>	
<b>Teacher Work Room</b>	<b>1720</b>	
<b>Wahkotowin Room</b>	<b>1570</b>	Room #157

<b>SPECIAL ED.</b>	<b>Intercom #</b>	<b>Room #</b>
<b>A.L.S.</b> (Chris Kjos)	<b>1321</b>	Office
Room #132	<b>1320</b>	Classroom
<b>G.O.A.L.S.</b> (Cheryl Orr)	<b>1261</b>	Office
Room #126	<b>1260</b>	Classroom
<b>R.L.S.</b> (Kerri McKinnon)	<b>1340</b>	Office
Room #134	<b>1341</b>	Classroom

## I. Attendance Policy and Procedures

1. **Recording Attendance:** Teachers will provide class lists for attendance purposes.
2. **Late Attendance:** If a student is late for your class, please mark them "late" on the attendance sheet.
3. **Submitting Attendance:** Attendance sheets should be submitted to the office to Mrs. MacDonald no later than 2:30 pm.
4. **Class Lists for Emergency Purposes:** Extra class lists will be provided by the teacher in case of emergencies.

## J. School Rules and Discipline Procedures

1. List your school's priority rules:
  - a) Students are to arrive to class on time and be prepared for learning;
  - b) Students are to remove headwear to show respect for our school and the people in it;
  - c) Cell phones may be permitted for use during instructional time (consult the teacher before allowing access). Students may use cell phones throughout the school outside of class, if used in a responsible manner. Students are to demonstrate good digital citizenship practices at all time.
  - d) Music players such as iPods can be used with the teacher's discretion. Teachers should inform you if music players are permitted in their classes. If there is no direction, this can be left up to your discretion;
  - e) Vending Machines: Students are permitted to use vending machines during breaks, but not during class time;
  - f) Washrooms: Students may be permitted to use the washroom. Hall passes are **not** required.
  - g) Office Phone: Students should use the office phone during break times only.
2. **Behavioral Expectations:** Ultimately, students are required to be respectful towards each other and towards staff. Substitute teachers are encouraged to speak with administration if they have questions or concerns regarding student behaviour. **Mr. Demone** is the Grade 9/10 admin advisor; **Mr. Willmott** is the Grade 11/12 advisor. **Mr. Denney**, the school principal, can be consulted if the vice-principals are not available.
3. **Consequences:** Substitute teachers should use their professional judgment when dealing with misbehaving students. Depending on the student behaviour or situation, teachers may want to inform the regular classroom teacher of any minor infractions by recording these in the regular classroom teacher's daily plans. However, if major infractions are committed, the teacher should send the student to the office and call the office immediately to inform administration that the student is being sent. (Dial "0" using your classroom telephone).

## K. Supervision Schedule and Guidelines

1. Our supervision schedule is as follows:

### Noon Supervision Schedule

1. Teachers will supervise in teams of four.
2. All team members are required to be on duty at once.
3. Supervision will occur as follows:
  - 1 staff member in the cafeteria
  - 3 staff members circulating in hallway/common areas
4. First named person is team leader

SEM 1	MON		TUES		WED		THURS		FRI
11:40 12:02	McBride Littlechild Ross Mansea	11:21 11:42	Graham Kijewski McFarland Paukstat	11:40 12:02	LeGrow Allen Bodnar Fiveland	11:21 11:42	Hetlinger Foley Schatschneider Shultz	11:40 12:02	Klein Marshall Dick Guren
12:02 12:23	Palmer Jensen McComb Hudacek	11:42 12:02	McKinnon Flynn Rusin Van der/Will	12:02 12:23	Way Werner McEwen Billingsley	11:42 12:02	Jorgensen Gare Gackle Hetlinger*	12:02 12:23	McFeely Osterwoldt Blacker Krause
<b>SEM 2</b>									
11:40 12:02	Klein Paukstat Marshall Guren	11:21 11:42	McBride McComb Bodnar Flynn	11:40 12:02	McFeely Hetlinger Schatschnei der McFarland	11:21 11:42	Way Allen Blacker Fiveland	11:40 12:02	Palmer McKinnon Kijewski Hudacek
12:02 12:23	Ross Van der/Will Osterwoldt Krause	11:42 12:02	Gare Hetlinger* Dick Foley	12:02 12:23	Gackle Jorgensen Littlechild Schultz	11:42 12:02	LeGrow Werner McEwen Billingsley	12:02 12:23	Mansea Graham Jensen Rusin

Hetlinger\* - Mrs. Cara Hetlinger

*Each member of the supervision team must meet at the atrium prior to beginning supervision. This is to ensure all staff is available for supervision. If a member of the supervision staff is not present, school administration must be informed so adequate supervision is provided over this period of time.*

Gymnasium:	Spinney, Cross, Ilg, Sorensen, Hebert
Commercial Kitchen:	Singer/Jacobson/Buskas
Music/Band:	Hall
Coffee Loft (Morning):	Orr
Learning Commons:	Prins

**Outdoor Supervision:** There is no outdoor supervision.

### **Lunch / Indoor Supervision**

1. General Rules:
  - a) Students may eat lunch in the cafeteria and atrium areas of the school.
  - b) Students must clean their areas when finished.
  - c) Students have the option of leaving campus during lunchtime.
2. Indicate what areas of the school each supervisor is responsible for:  
Four supervisors are to meet in the cafeteria area to ensure everyone is present for supervision. One supervisor should stay in the cafeteria area, while the other three should monitor the hallways and other common areas on the first and second floors of the school.
3. **Student Injury:** In case of a student injury, please bring the student to the office for first aid. Depending on the injury, the administration may require you to fill out an accident form. If the student cannot walk to the office, send another student to alert office staff, while you stay with the injured student.
4. Inclement weather procedures: Please contact administration.

## **L. School Lunch Routines**

1. Substitute teachers should check their sub plans. Teachers will indicate if you are on supervision or not. You are not required to stay with your classes during lunchtime as students are not required to eat in classrooms.
2. Emergency Lunches: If students do not have a lunch, please contact one of the counselors in Student Services.
3. Where are students expected to eat their lunch? Students can eat their lunches in the cafeteria and atrium areas. Students are also permitted to eat lunch in the hallways or classrooms as permitted by the teacher.
4. Are students allowed to leave school grounds? Yes.

## **M. Noon Hour Activities**

1. Where are students expected to be during the 2nd half of lunch? There are no designated areas where students are required to be. However, students may go to the library, atrium, cafeteria, gym, or outside.
2. Are students allowed in the library? Yes (passes are not required).
3. Are students allowed in the gym? Yes (if supervised by a teacher).
4. Is there a computer lab schedule? Students may use computers in the library.

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

1. Is a guest login available for substitute teachers? Yes. Please consult Karen Hok or Shawn Willmott for a temporary employee login and password.
2. Where is AV equipment stored? All classes are equipped with AV equipment. If you require other equipment that is not available, please contact the office.
3. Booking Chromecarts: Please see Mrs. Hok in the office.
4. SmartBoards: Can be accessed by using the login information in No. 1 above.
5. Technology Support: Please contact Mr. Willmott (vice-principal) or Mr. Spinney (CTS teacher) for tech. support.
6. Photocopying: Please see Karen Hok for a temporary photocopier login.

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

1. What is the protocol for handling an injury or accident? In case of a student injury, please bring the student to the office for first aid. If the student cannot walk to the office, send another student to alert office staff, while you stay with the injured student.
2. What is the protocol for reporting an injury or accident? Depending on the injury, the administration may require you to fill out an accident form. Please see Karen Hok, office manager, for assistance.
3. What is the protocol for dealing with student illness? In all cases, please call the office on your classroom telephone by dialing "0" to inform office staff of the situation.
4. What is the protocol for dealing with students who have lice? Please inform office staff as soon as possible.

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

1. Where is the school's substitute mailbox located?
2. Where is the school's bulletin board space with information posted for substitute teachers? (substitute teachers' conference, etc.) A bulletin board can be found in the staff room.

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

1. Which forms and money are to be kept by the classroom teacher? None. All money and forms will be collected by office staff. In cases such as this, please direct students to our main office.

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

Monthly newsletters can be found on the school's web site.

# TEACHERS' CLASSROOM INFORMATION

(Generally located in each classroom and is not included in the school handbook)

## A. Class Lists/Routines and Seating Plans

1. Please provide class lists for each class that you have, that are NOT for attendance purposes.  
**\* If class lists are used to manually record attendance and are physically submitted to the office, please provide a permanent set of class lists that the substitute may refer to once other class lists are submitted for attendance.**
2. For emergency situations, please provide updated class lists in Emergency Folder.
3. Please include updated seating plans for each class for which you have assigned seating.
4. Please provide enough information to help a substitute teacher provide positive support for students with special needs. Include a list of priority goals from IPPs and activities and materials to utilize.
5. If the teaching assistant involved in delivering the program for a student is absent, please have alternate plans available
6. The list of names of students with medical issues and description of symptoms to monitor (e.g. seizure, asthma, food allergies, severe anxiety, etc.) is located.
7. The procedures for handling students with medical concerns are? Notify the office if you have questions regarding students in your class.

## B. Emergency Lesson Plan Location

1. In case you are unexpectedly unable to teach and are not able to prepare or submit daily plans, please prepare pre-made lesson plans with objectives and materials that correlate with the curriculum being covered for that grade level.
2. Please provide location of emergency lesson plans (eg. at the office, in substitute binder, etc.).
3. Please provide name and contact information of staff members who could be of assistance.

## C. Classroom Routines

1. Please outline the regular routines you have established:
  - A. What students do upon arrival (e.g. announcements, silent reading, etc. )
  - B. Washroom usage (hall pass used? sign out sheet privileges?)
  - C. Do you have a signal for getting the classes' attention?
  - D. Home time or end of class routines (agendas, chairs up on desks/tables?, etc.)

## D. Classroom Rules and Discipline Procedures

1. List priority rules established in your classroom. Are they posted?
  - A. Elementary (e.g. any place off limits? pencil sharpener usage; washroom breaks, etc.)
  - B. Junior and Senior High (e.g. Do you allow chips, pop, gum chewing during class? only water? etc.)
2. What reinforcement techniques do you routinely use? Do you have established procedures you wish the substitute teacher to utilize? (e.g. check marks on board for positive behaviors observed individually or by group/row? hand out "caught being good" coupons to reinforce

specific behaviors? incentives for whole class? (e.g. if whole class works on task they may choose a game to play at end of the class?)

3. What are the consequences for breaking classroom rules? Include for both minor and major offences. Is a formal program in place? (e.g. check marks for negative behaviors; after 3 checkmarks they lose recess etc.)
4. At what stage would you involve administration?
5. Do any students have individual behavioral goals? Please provide information regarding procedures for handling students with special needs. Provide suggestions that would be helpful in dealing positively with individual students (e.g. student who does not like loud noises be allowed to go out into the hall so as to avoid agitation, etc.)
6. How would you like the substitute teacher to record and communicate any student behavioral issues?

## E. Supervision Information

Ensure it is included in the lesson plan.

## F. Information on Classroom Technology

1. Please provide information such as:
  - A. where remote controls are located for projector
  - B. what channel or settings the TV needs to be on for in-school channel and viewing DVDs
  - C. Are microphones or FM systems available in the classroom for substitutes to use? Are instructions available?
  - D. Are students allowed to use classroom computers?
  - E. If your lesson plan incorporates use of the Smart Board, please provide instructions on how to set up and use it. (Are students allowed to use the Smart Board?)