



WETASKIWIN REGIONAL PUBLIC SCHOOLS



Substitute Teacher Handbook

Falun School

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DIVISION INFORMATION

A. 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. 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 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 inclusive 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 and any problems students experienced with the assignments and class behavior – “good” behavior as well as discipline problems, etc.
4. At the end of the school day, please “check out” at the office, and return any borrowed keys or other material.

B. Application Process

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

1. a Substitute Teacher Application – 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 need to complete a Substitute Teacher Renewal Form to 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: Personnel removes them. In the event that they have been removed from the list by the Associate Superintendent: Personnel they will be notified in writing by the Associate Superintendent: Personnel

C. 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 in DocuShare and is made available on our electronic dispatching system. Only substitute teachers who have completed the application process and who appear on the list may be hired by a principal or designate.

School staff will call substitutes as early as possible once the need for a substitute teacher has been identified. This has resulted because the job was not picked up from the Workboard or if the Teacher did not advise the system or school until their start time.

On the Workboard or 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.

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. Claims are processed and payment is issued on the 26th 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.

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

C. Payment of substitute teachers is covered in the Collective Agreement. Please refer to this document for further information.

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

D. 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

E. Substitute teachers holding an interim certificate which is about to expire must contact the Human Resources department to 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 is the substitute teacher's responsibility to provide a record of all relevant teaching experience.

D. Occupational Health and Safety

Substitute Teachers are responsible for completing all assigned Health & Safety courses. If courses are not completed within the required timeframes, the teacher may be removed from the substitute list.

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.

E. Contacts

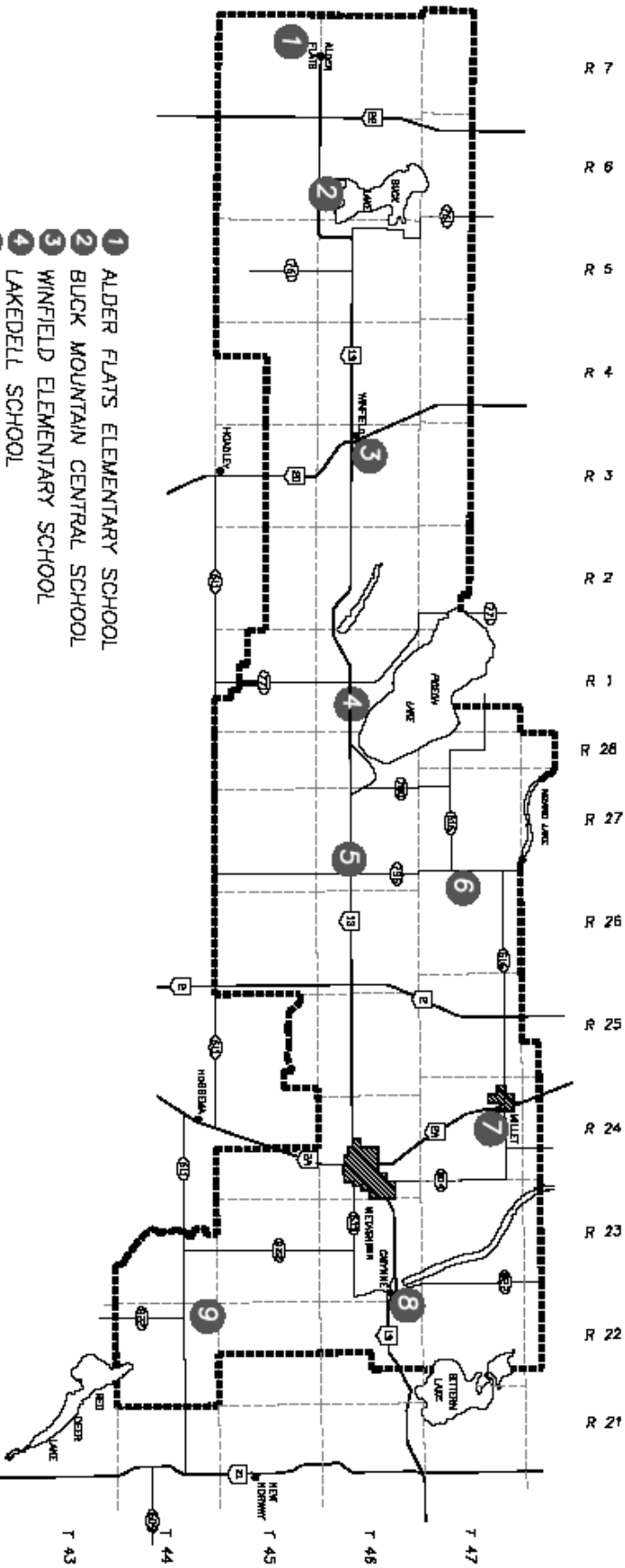
Falun School

780-352-2898
Michelle Zarantonello, Administrative Assistant
Donnalyn Carson, Principal
donnalyn.carson@wrps11.ca

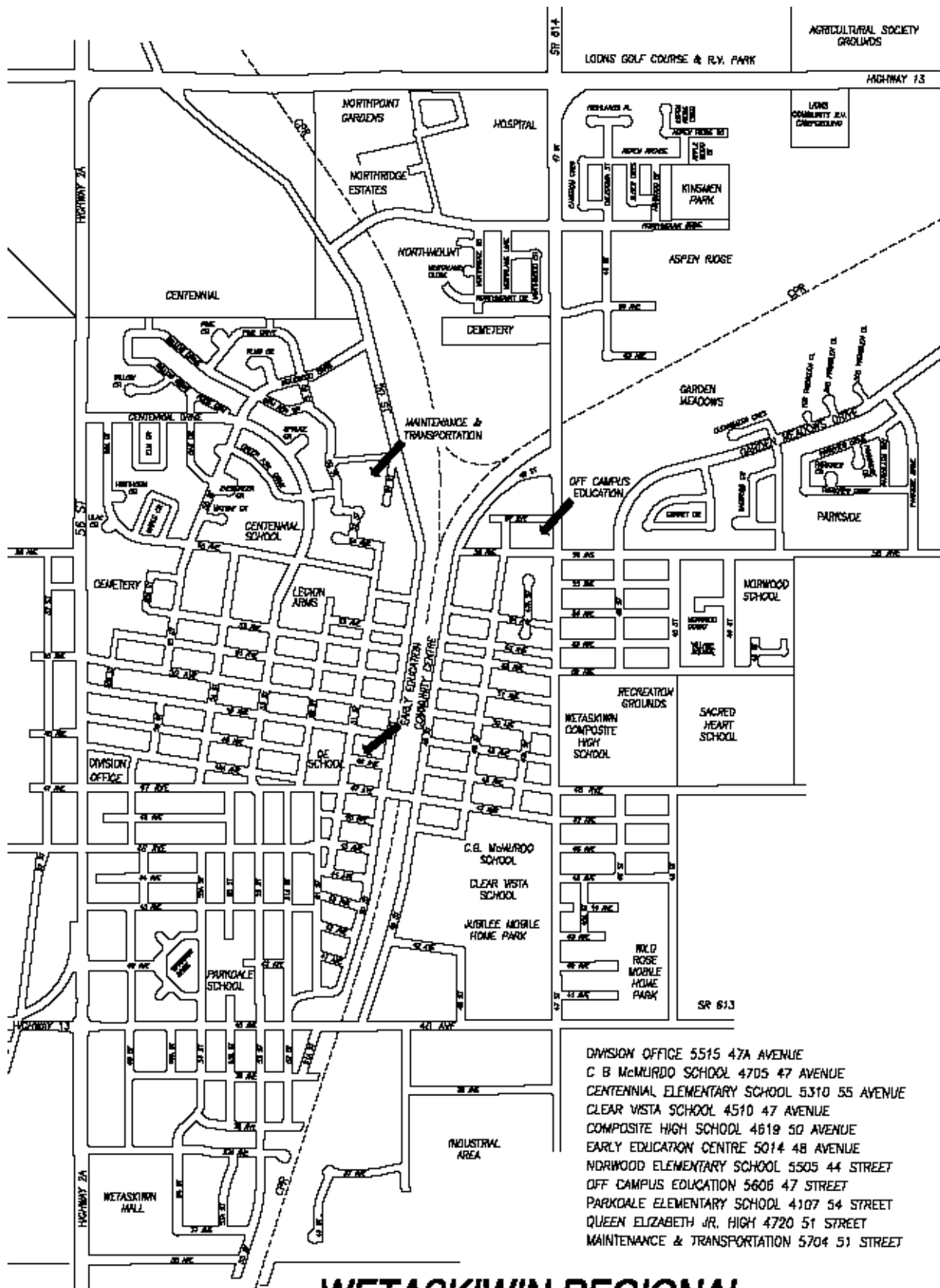
Please note: A substitute teacher who is booked and needs to cancel is expected to contact either Mrs. Zarantonello or Ms. Carson.

F. Division Map

WETASKIWIN REGIONAL DIVISION NO. 11 SCHOOL LOCATIONS



- 1 ALDER FLATS ELEMENTARY SCHOOL
- 2 BUCK MOUNTAIN CENTRAL SCHOOL
- 3 WINFIELD ELEMENTARY SCHOOL
- 4 LAKEDELL SCHOOL
- 5 PIGEON LAKE REGIONAL SCHOOL
- 6 FALUN SCHOOL
- 7 PIPESTONE SCHOOL
- 8 MILLET SCHOOL
- 9 GRIFFITHS-SCOTT SCHOOL
- 10 GWYNNE SCHOOL
- 11 ROSEBRIER SCHOOL



WETASKIWIN REGIONAL PUBLIC SCHOOLS

SCHOOL INFORMATION (for more details visit www.falunschool.ca)

A. School Programs

Falun School Staff 2020-2021

Ms. D. Carson - Principal
Mrs. M. Zarantonello- Administrative Assistant
Mrs. R Jowsey- Custodian
Mrs. S. Fiveland - LST
Mrs. L. Kirk - Kindergarten
Miss N. Cartier - Grade 1/2
Mrs. D. Romaine- Grade 1/2
Miss D. Cartier- Grades 3/4
Mrs. K. Blouin - Grades 4/5
Mr. D. Nychka – Grade 6
Mrs. H. Schnell - Teacher Assistant
Mrs. C. Dansereau - Teacher Assistant
Miss H. Fairbridge - Teacher Assistant

B. School Location / Directions

1. Falun School, Located 35 KM West of Wetaskiwin on the south side of Highway 13.
2. Highway map with directions (rural schools)is provided in the document

C. Contact Information and Booking Procedures

Falun School phone number – 780-352-2898

Principal – Mr. Kristien Holtby
Administrative Assistant – Michelle Zarantonello

The substitute should contact the school immediately if they need to cancel scheduled work. Depending on the time they will either leave a message on the answering machine or may connect with a staff member already at school.

D. Parking and Checking In

1. Parking is not assigned at Falun School. Our process is to park directly beside the last parked vehicle in the lot in order to maximize space.
2. There are plug-ins available in the winter, but sometimes are difficult to access if drifting snow.
3. Substitute teachers need to arrive by 8:25 am. Students begin to arrive at approximately 8:35.
4. Substitutes should use the main entrance to the building.

5. Upon entering Falun School, all Substitutes should report to the front office. They will speak to either the Principal or Administrative Assistant.

6. Substitutes keep their personal belongings in the staffroom or a locker (bring your own lock) or they can take them to their assigned classroom. Falun School has no lunch facilities available, substitutes will need to bring a lunch. Water and tea are available in the staffroom.

E. Keys

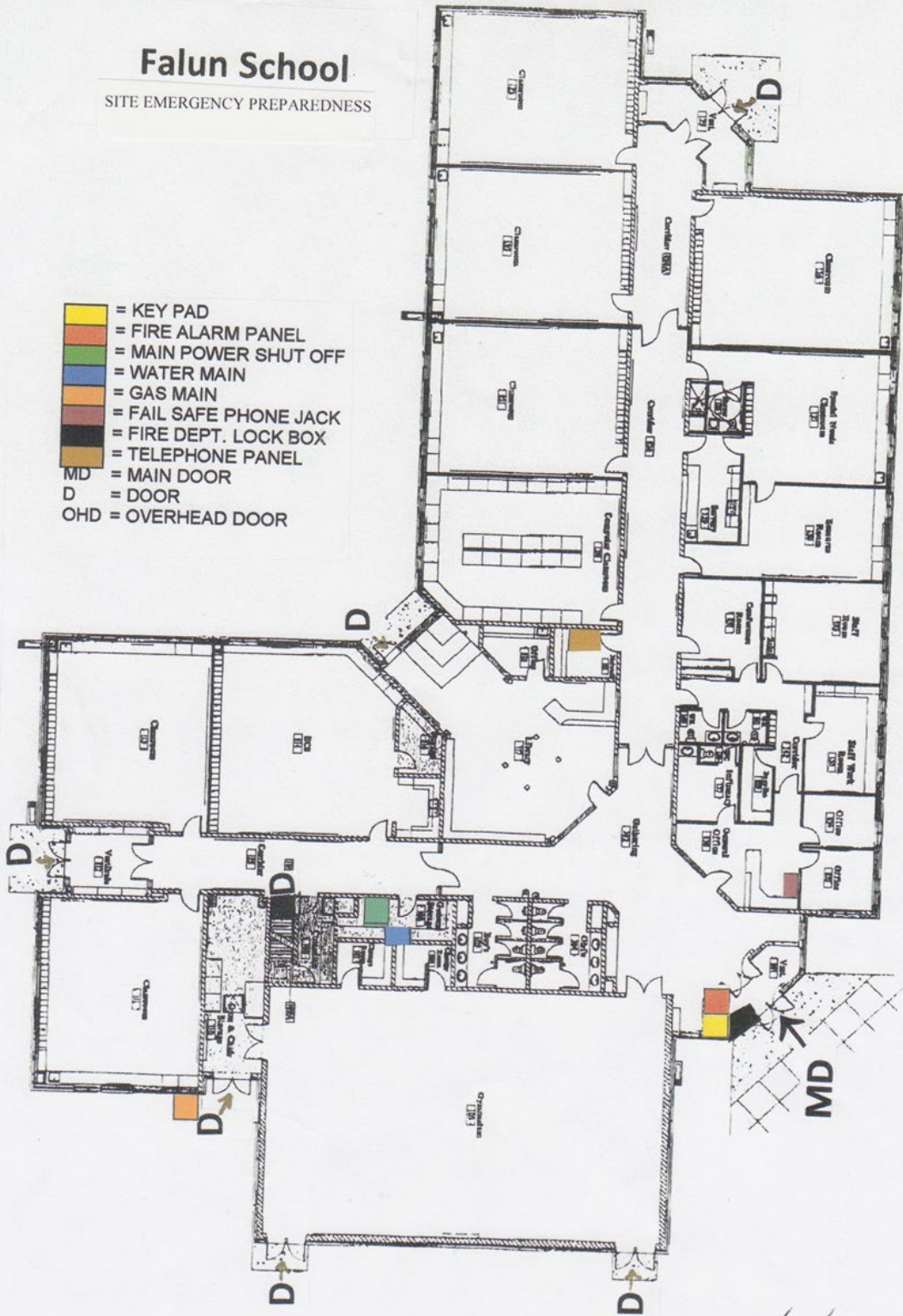
1. Keys are available at the front office for Substitutes to use. The administrative assistant will assign a key. Keys must be returned at the end of each day to the front office.

F. School Floor Plan

Falun School

SITE EMERGENCY PREPAREDNESS

- = KEY PAD
- = FIRE ALARM PANEL
- = MAIN POWER SHUT OFF
- = WATER MAIN
- = GAS MAIN
- = FAIL SAFE PHONE JACK
- = FIRE DEPT. LOCK BOX
- = TELEPHONE PANEL
- MD = MAIN DOOR
- D = DOOR
- OHD = OVERHEAD DOOR



G. Bell Schedules

Falun School Schedule – Internal (Bell Schedule; Class Times; Break Times)

Buses/Breakfast: 8:30-8:55 a.m.

Period 1: 8:53-9:35

Period 2: 9:35-10:15

Morning recess: 10:15 – 10:27

Period 3: 10:30-11:10

Period 4: 11:10-11:50

Lunch: 11:50 – 12:03

Lunch recess: 12:03-12:22

Period 5: 12:25-1:05

Period 6: 1:05-1:45

Afternoon recess: 1:45 – 1:55 p.m.

Period 7: 1:58-2:38

Period 8: 2:38-3:18

Pre-Dismissal Alert Bell: 3:16

Dismissal: 3:18

H. In-School Communication

1. The form of in-school communication used is by the intercom system / telephone. There is a list of telephone extensions by each phone in every classroom. You will reach the class you are trying to contact by pressing the intercom button then by pressing the extension number you wish to connect with.

I. Attendance Policy and Procedures

1. Attendance is usually done on the computer, but substitutes will not have access to teacher passwords. The substitute will need to write on a piece of paper the name of the students absent. Then the list of students needs to be delivered to the office. Attendance is to be taken and recorded by 9:15 am and 12:45 pm each day.
2. For emergencies there are Hour Zero packets in each room. These packs provide maps and guidance on emergency procedures and also include a class list.

J. School Rules and Discipline Procedures

List your school's priority rules:

A. Student use of **electronic devices is not permitted** at recesses. They are not to be present during instructional times unless directed by the classroom teacher according to the individual needs of students and their learning. They are allowed outside.

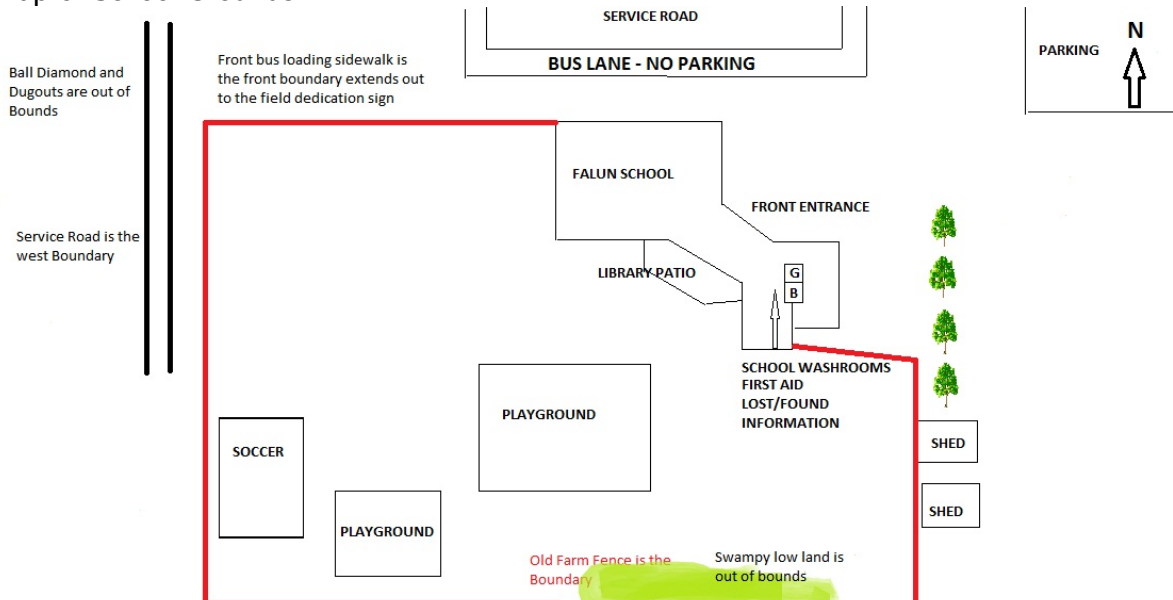
B. Hats are not to be worn in the building. Substitutes should check with the office regarding proper school attire. Teachers will direct food usage in their lesson plans.

c. Behaviour challenges are handled in calm, solution-focused manner at our school. Our goal is to help students learn appropriate social skills so that negative behaviors do not occur at our school. Students who constantly interrupt the learning of others, who cause hurt or harm, or are physically aggressive with others will receive consequences according to WRPS procedures and school practice. This may involve detention or alternate recess, school community service, or suspension of various types and lengths. Parents will be contacted by either their child's teacher and/or the principal as situations warrant.

Substitute teachers should seek support from the principal if they are experiencing challenging behaviours.

K. Supervision Schedule and Guidelines

Map of School Grounds



Outdoor Supervision:

- Playground rules are as follows:
 - Play safely and respectfully
 - Use equipment in the way it was intended
 - Follow the direction of the supervisor
- All supervisors wear an orange safety vest when supervising.

If it is the assigned supervision day for the teacher, substitutes are required to supervise the entire playground along with the hallways and classrooms as students are leaving their classrooms to go outside.

The consequence of inappropriate behavior is that students will be asked to stay off that piece of equipment for the remainder of the recess.

Any student with a potential head injury must be taken to the office immediately, and an Injury Report must be completed. Use judgement if students notify you of any other type of injury.

Please discourage aggressive, unsafe, or unfriendly behaviour. We need to be aware of situations that can quickly escalate, and stop any 'play fighting.'

Indoor Supervision

Inclement weather procedures follow the same supervision schedule except the outside playground supervision becomes supervising the individual classrooms. If further information is required substitutes can speak with front office.

L. School Lunch Routines

1. All students are required to eat their lunches with in their designated classroom under the supervision of the teacher.
2. Located in the main office are emergency lunch supplies for any students who may require a lunch. If a student indicates to the substitute that they are in need of a lunch, then the substitute should inform the front office by morning recess, if at all possible.
3. All classrooms are equipped with microwaves. Teachers may assist with microwave warm-ups.
4. Falun School is a closed campus school. Students require a note from parents if they are being picked up at any time during the day. They will also be signed out at the front office.
5. Following lunch, teachers are free to go to the staffroom, etc. once the students have left the classroom for recess, provided they do not have any supervision duties.

M. Noon Hour Activities

1. During the second half of lunch all students are expected to exit the building for recess unless they are participating in a supervised lunchtime club.

N. Computer Access, AV Equipment, and other Technology

1. There is a guest login available for substitute teachers. Available at the office or will be placed in the teachers plan for substitute teachers reference.
2. There is a set schedule for the use of Chromebook. Classroom teachers would have all information in their lesson plans.
3. Our staff member available for technical support is our Administrative Assistant, Michelle Zarantonello or Principal Donnalyn Carson.
5. When using our photocopying machine there is no password required.

O. School Emergency Plan / First Aid

1. The protocol for handling and reporting an injury or accident is to bring it to the attention of the front office; we will provide first aid and print off the necessary documentation and will fill out the information together.
2. The protocol for dealing with student illness is to bring child to the infirmary located at the front office. The front office will contact parents/guardians.
3. The protocol for dealing with students who have lice is to bring it to the attention of the front office.

P. Substitute Mailbox and/or Bulletin Board

(Generally maintained by school's ATA Rep)

1. The school's substitute mailbox is located in the staffroom.
2. The school's bulletin board space with information posted for substitute teachers is located in the staffroom.

Q. Routines for Collecting Forms and Money

1. No forms or money are to be kept by the classroom teacher. Please bring money and forms to the front office.

R. Monthly School Newsletter with Calendar

Falun schools monthly Newsletter and Calendar can be found on the Falun School website www.falunschool.ca

TEACHERS' CLASSROOM INFORMATION

Is located in individual classrooms

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 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.) provided by teacher.
7. The procedures for handling students with medical concerns (e.g. if a student has a minor allergic reaction; if a student has a major allergic reaction)

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 (e.g. 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. agenda routines, O' Canada, prayer, announcements, etc.)
 - B. Job rotations if you have student helpers (changed daily, weekly)
 - C. Elementary: explain snack routines (e.g. before, during, or after recess)
 - D. Washroom usage (hall pass used, sign out sheet privileges)
 - E. Do you have a signal for getting the classes' attention?
 - F. 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.)
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 a 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. Are microphones or FM systems available in the classroom for substitutes to use? Are instructions available?
 - B. Are students allowed to use Chromebooks?
 - C. 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)