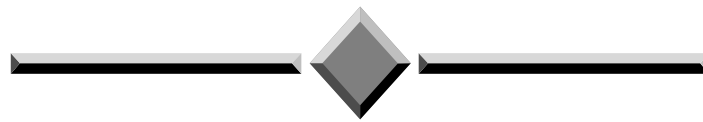


**SUBSTITUTE TEACHER
HANDBOOK**

2018-19



**MANHATTAN-OGDEN USD 383
2031 POYNTZ AVENUE
MANHATTAN, KS 66502
(785) 587-2000**

USD 383 SUBSTITUTE TEACHER HANDBOOK

Dear Colleague:

As a substitute teacher you provide an invaluable service to students in the instructional program of Manhattan-Ogden USD 383. While substitute teaching provides actual classroom experiences for you, it is our expectation that classes be as normal and productive as possible.

Every effort will be made to place you at the class level you have selected, however, occasionally you will be asked to serve outside your field of preparation.

This handbook contains information regarding procedures and board policies, it is your responsibility to read this handbook and follow all policies and procedures.

We appreciate your willingness to assist us in providing quality education to the students of USD 383 every day of the school year. If you have any questions, do not hesitate to contact the Human Resources Office. Best wishes for a successful school year.

Sincerely,

Andrew Turner
Director of Human Resources

- This handbook is meant to be an abbreviated version of Manhattan-Ogden USD 383 policies, rules, and regulations. Should a discrepancy between board policy and any language in this handbook arise, district policy supersedes this handbook.

SCHOOL DIRECTORY

Robinson Education Center 2031 Poyntz Ave. Dr. Marvin Wade, Superintendent Phone: 587-2000	Frank Bergman Elementary 3430 Lombard Lori Martin, Principal Phone: 587-2865
Manhattan High School, West Campus 2100 Poyntz Greg Hoyt, Principal Phone: 587-2100	Lee Elementary 701 Lee Mindy Sanders, Principal Phone: 587-2050
Manhattan High School, East Campus 901 Poyntz David Holloway, Asst. Principal Phone: 587-2150	Marlatt Elementary 2715 Hobbs Drive Brett Nelson, Principal Phone: 587-2060
Eisenhower Middle School 800 Walters Dr Tracy Newell, Principal Phone: 587-2880	Northview Elementary 300 Griffith Drive Dr. Cleion Morton, Principal Phone: 587-2070
Anthony Middle School 2501 Browning Ave. Vickie Kline, Principal Phone: 587-2890	Ogden Elementary 210 Elm, Ogden , KS Jim Armendariz, Principal Phone: 587-2080
Amanda Arnold Elementary 1435 Hudson Kathy Stitt, Principal Phone: 587-2020	Theodore Roosevelt Elementary 1401 Houston Andrea Tiede, Principal Phone: 587-2090
Bluemont Elementary 714 Bluemont Beth Neitzel, Principal 587-2030	Woodrow Wilson Elementary 312 North Juliette Deb Nauerth, Principal Phone: 587-2170
College Hill Preschool 2600 Kimball Elisabeth Nelson, Principal Phone: 587-2830	Manhattan Alternative High School at Job Corp 4620 Eureka Dr. Dr. Roger Christian, MAHS Administrator 537-7222
Eugene Field Preschool 1700 Leavenworth Teri Bailey-Johnson, Principal Phone: 587-2045	

It is the policy of USD #383 that this handbook and the terms contained, referred to, or mentioned herein, are not intended to create, nor should be construed to constitute, a contract of employment between USD #383 and any one or all of its personnel. This handbook and its items are presented only as a matter of information and direction regarding USD #383 policies and other useful information. This handbook should be used in conjunction with the USD #383 Personnel Handbook and the Policies of the Board of Education.

USD 383 STARTING AND ENDING TIMES

	A.M.	P.M.
College Hill Preschool	8:30	3:30
Eugene Field Preschool	8:30	3:30
Amanda Arnold	8:40	3:50
Frank Bergman	8:40	3:50
Bluemont	8:40	3:40
Lee	8:40	3:40
Marlatt	8:40	3:50
Northview	8:40	3:50
Ogden	8:40	3:55
Theodore Roosevelt	8:40	3:50
Woodrow Wilson	8:40	3:50
Anthony Middle	7:42	2:40
Eisenhower Middle	7:42	2:40
Manhattan High East	7:40	2:50
Manhattan High West	7:40	2:50
Manhattan Alt. High School	7:45	3:45

**Manhattan-Ogden USD 383
Manhattan, Kansas**

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Executive Director of Special Services, Robinson Education Center, 2031 Poyntz Avenue., Manhattan, Kansas, 66502, 785-587-2000, has been designated to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Director of Human Resources, Robinson Education, 2031 Poyntz Avenue, Manhattan, Kansas 66502, 785-587-2000, has been designated to coordinate compliance with all other non-discrimination policies.

Inquiries may also be directed to:

Equal Employment Opportunity Commission
Gateway Tower
400 State Ave., Suite 905
Kansas City, KS 66101
(913) 551-5655

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
(785) 296-3206

United State Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550

GENERAL INFORMATION

Substitute teachers must hold a valid Kansas Teaching Certificate/License. It is your responsibility to renew your certificate when it expires. Emergency Substitute Certificates are valid for one year only.

Contact information regarding licensure:

Kansas State Department of Education

120 SE 10th Ave.

Topeka, Kansas 66612-1182

785-296-3201 fax: 785-296-7933 www.ksde.org

All applicants employed as substitute teachers must furnish the personnel office the same information that is required of any professional employees of the district. The following materials must be on file:

- ◆ Substitute application
- ◆ Valid Kansas teaching certificate / license
- ◆ Tuberculosis and/or health certificate
- ◆ W-4 form for income tax withholding
- ◆ Direct Deposit form
- ◆ Kansas Oath of Office
- ◆ Federal I-9 form

The names of all persons selected for the substitute list will constitute the contents of the official list that is on file in the personnel office.

► Change in Active Status

It is the responsibility of the substitute teacher to contact the Human Resources Office when they no longer want to be an active substitute for USD 383. You must personally or in writing contact the Human Resources Office and request your name be taken off the substitute list. The HR Office will not accept this information from any building or teacher.

******It is the responsibility of the substitute teacher to keep the Human Resources office informed of any changes in qualifications, availability and telephone number.**

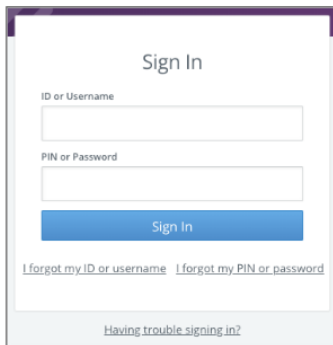
NOTIFICATION

The AESOP substitute system is the primary means of notification for USD 383 substitutes. Calls begin for the AESOP system at 5:30 am and end at 9 pm. Substitutes may establish personal call times in the **Preferences** area of their AESOP account. **All assignments for substitute teachers need to come through the AESOP system or substitute administrative official at the building location.**

No substitute teacher may be used unless he/she has been enrolled in the AESOP substitute system in the Human Resources Office.

Absences can be canceled online by a teacher no less than eight hours before the start time. Subs may cancel from a job online no less than two hours before the start time. If the need to cancel occurs less than two hours from the start time, the school office will need to be contacted. If you cancel a job the day of, you will not be able to take another job for that day.

The AESOP website address is www.aesoponline.com.

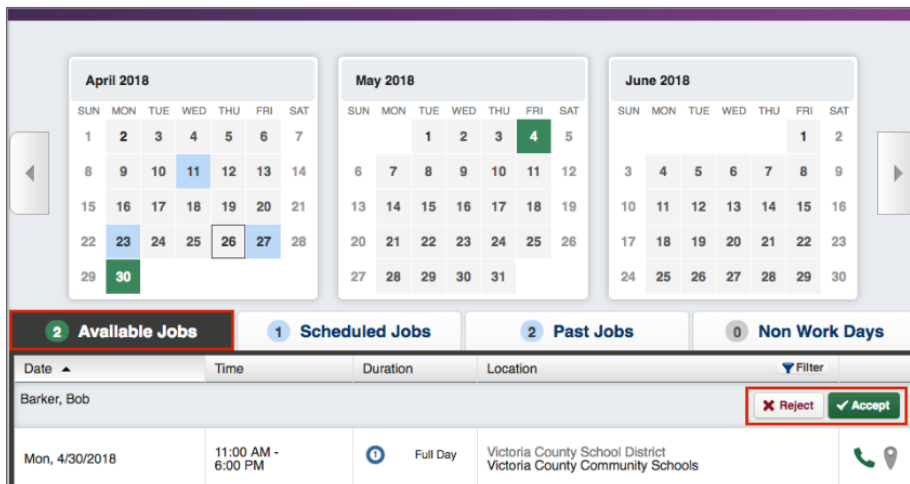




To log in to the absence management application, enter your ID/username and PIN/password and click **Sign In**.

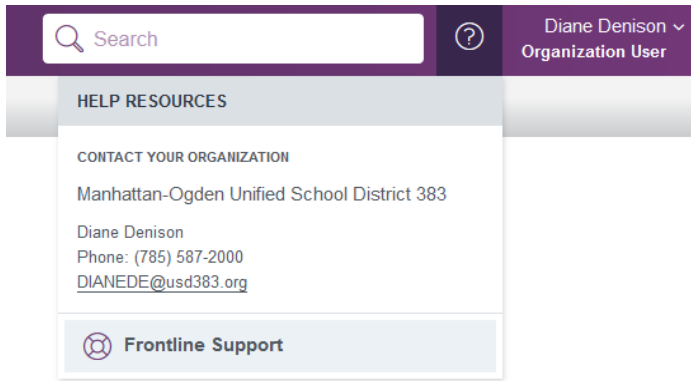
If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.


You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



Date	Time	Duration	Location	Filter
Barker, Bob				<input type="checkbox"/> Reject <input checked="" type="checkbox"/> Accept
Mon, 4/30/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools	 



If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the  Help Resources in the upper right of the web page and select **Frontline Support**. This opens a knowledge base of help and training materials.

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job. When the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in to hear a list of all available jobs.

Please Note: When the system calls, be sure to say a loud and clear “Hello” after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.

A mobile app is offered (but not required) for subs called Jobulator. To find out more information about Jobulator and sign up for a 14-day free trial, go to www.jobulator.com.

With absence management, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, specify which schools you would prefer to work at, and adjust call times to fit your schedule. You can also view work history.

GENERAL POLICIES

Substitute Assignment:

Substitute assignment times include time prior to the start of class. Whenever possible allow at least 15 minutes before school or assignment starts.

Substitutes are assigned the same duty as the teacher.

Reporting to the Principal

The substitute teacher is required to report to the building office upon arriving for work in order to be informed of specific instructions or requests.

Release of Children

Any person who comes to the substitute teacher's classroom requesting that a child be released from school must be directed to the principal's office.

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

Substitutes are not eligible to participate in KPERS.

RESPONSIBILITY OF THE SUBSTITUTE TEACHER

“Starting a career in substitute teaching is a little bit like going on a blind date.”

Barbara Pronin, 1983

1. Substitute teachers are compensated for the hours worked at the prescribed hourly rate when clocked in.

To clock in:



- Green Clock in Button
- Swipe Badge or Key Badge #
- Choose Job Code (Use F1 or F2 key to scroll through list of assigned Job Codes)
- Hit Yes/Enter Key on lower right of key pad.

To clock out:

- Red Clock Out Button
 - Swipe Badge or Key Badge #
2. Becoming familiar with the Frontline AESOP Substitute system will greatly assist substitutes to manage their respective schedules.
 3. Become familiar with the behavior management plan of the school and that of the teacher for whom you are working. Follow all policies and procedures.
 4. Dress in a manner that meets the expectations of the assignment and conveys a professional image and respect for your duties.
 5. Follow the classroom teacher's lesson plans and program.
 6. Accept all classroom and extra duties of the regular teacher.
 7. Report accidents or illnesses to the principal's office.
 8. Be firm, fair, and consistent when dealing with unproductive behaviors. Contact an administrator if you have a student(s) who is disruptive and/or has abused the right to stay in the room. (Refer to the teacher's behavior plan and discuss behavior expectations and consequences with the administrator before classes start) Do not wait until the end of the day to report misbehaviors that should have involved the principal.
 9. Introduce yourself to neighboring classroom teachers.
 10. Avoid changing the seating arrangement or any part of the room organization except for temporary grouping of pupils for instruction or committee work.
 11. Maintain the highest level of confidentiality and a standard of ethics that avoids comparison and sharing of teacher-pupil learning situations either within the building, between buildings, or out in the community.
 12. Grade written work that you have assigned before leaving the building.
 13. Check the class roll. Follow building procedures for reporting and recording absences. The principal or designee will explain the procedure.
 14. Become familiar with the building's fire, tornado, and emergency drill instructions for the building. Ask the principal for a copy if one is not obviously available.
 15. End-of Day or End-of-Service Procedure:
 - a. Leave a summary of work completed for the teacher.

- b. Close windows, lock doors. Return equipment and materials.
- c. Report any problem concerning your stay in the building to the principal.
- d. Turn in keys and/or other materials checked out and clock out.

RESPONSIBILITIES OF THE PRINCIPAL

1. Approve requests for all substitute teachers.
2. Orient the substitute teacher to the building.
3. Provide the substitute with the routine of the school day and any special activities that may be scheduled.
4. If appropriate, provide the substitute teacher with a class schedule and building floor plan.
5. Provide an escort for the substitute to the classroom on the first day of assignment.
6. Introduce the substitute teacher to a nearby classroom teacher, who can help when necessary.
7. Assist in locating textbooks, grade books, manuals, and folders, which contain the information needed by the substitute.
8. See that special supplies are located.
9. Inform the substitute of the availability and use of all audio-visual materials.
10. See that the substitute teacher has help with the copying machines.
11. Indicate that help with discipline will be given when necessary. Outline incidences that would warrant contacting the principal. Make sure the substitute knows how to contact the principal.
12. Create an attitude of cooperation for substitute teachers among the student body. Communicate the expectation that this will be a productive day.
13. Visit the substitute teacher's room during the day.
14. Make decisions as to the dismissal of children from the classroom.

RESPONSIBILITIES OF THE REGULAR CLASSROOM TEACHER

1. Have the following materials in or on the desk or on AESOP:
 - a. Syllabus with daily plans made out in sufficient detail.
 - b. Daily and weekly time schedule of classes.
 - c. List of pupil's names and seating chart.
 - d. List of supervisory responsibilities.
 - e. Fire, tornado, and emergency drill procedures.
 - f. Important or unusual information about any child i.e. physical problems
2. Have on desk: copies of textbooks, manuals, and workbooks being used.

Manhattan-Ogden USD 383 Board of Education Policies

GAAC/JGEC - SEXUAL HARASSMENT

The Board of Education is committed to providing an environment free from sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of school district employees and students is prohibited.

Sexual harassment is prohibited by federal and state laws, specifically Title VII of the Civil Rights Act of 1964 and Title IX of the educational amendments of 1972.

SEXUAL HARASSMENT - DEFINITION

It shall be a violation of school district policy to harass another employee sexually, to permit the sexual harassment of an employee by an employee or a non-employee, or to harass or permit the harassment of a student sexually. Sexual harassment may take many forms, including, but not limited to:

- ◆ Verbal harassment or abuse including sexually oriented communication;
- ◆ Subtle pressure or requests for sexual activity;
- ◆ Persistent attempts to change a professional relationship to a personal one;
- ◆ Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- ◆ Requesting or demanding sexual favors accompanied by implied or overt promise or preferential treatment with regard to an individual's employment or a student's status; or
- ◆ Sexually offensive graffiti, photos, drawings, e-mail and spreading rumors about a person's sexual life.
- ◆ Sexual assault.

GAAC-R - SEXUAL HARASSMENT COMPLAINT – PROCEDURE

Any person who believes he or she has been subjected to sexual harassment should follow these procedures;

- ◆ An aggrieved person may directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.
- ◆ If an aggrieved employee does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the employee should contact his or her principal or supervisor or the offending person's principal or supervisor or the Director of Human Resources.
- ◆ An aggrieved person alleging (a) sexual harassment by anyone with supervisory authority or (b) the failure of a supervisor to take immediate action on the complaint should communicate with the Director of Human Resources, Assistant Superintendent for Support Services or the Superintendent of Schools.
- ◆ The Director of Human Resources will be responsible for investigating and recommending a resolution for all complaints.

SEXUAL HARASSMENT - INVESTIGATION AND RESOLUTION OF COMPLAINTS

- ◆ Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken. Sexual harassment by an employee may constitute grounds for termination.
- ◆ Strict confidentiality shall be maintained in the investigation. The Director of Human Resources shall confer separately with the aggrieved employee or student and the alleged offender, and shall then recommend a resolution. Either person may appeal to the Superintendent if he or she believes the resolution is unfair.

SEXUAL HARASSMENT COMPLAINT - ASSURANCE OF NONRETALIATION

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation and work assignments.

GAOB - DRUG - FREE WORKPLACE

It is the policy of USD #383 that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in its workplace. Any employee of the district found to be illegally manufacturing, distributing, dispensing, possessing, or using controlled substances in any part of the school district workplace shall be subject to appropriate disciplinary action, up to and including termination, in accordance with applicable laws and policies of the State of Kansas and the District.

Copies of this policy will be distributed to employees engaged in the performance of a Federal grant or contract. Such employees, as a condition of continued employment, must abide by the terms of this policy and must notify the Superintendent of any criminal drug statute convictions for a violation occurring in any part of the workplace at USD 383 no later than five (5) days after such conviction. For purposes of this policy, “conviction:” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by a judicial body charged with responsibility to determine violations of the federal or state criminal drug statutes.

The term “controlled substances” as used in this policy means those substances included in Schedules I through V or Section 202 of the Controlled Substances Act and is further defined by regulation at 21 C.F.R. 1300.11 through 1300.15. The term does not include the use of medically prescribed drugs or other uses authorized by law.

This policy statement is an integral part of USD 383’s drug free awareness program and will be communicated to all employees within the context of this program.

GAOC - DRUG FREE SCHOOLS

The unlawful possession, use, distribution of illicit drugs and alcohol by students or school employees on school premises or as by the 1989 amendments of the Drug Free Schools and communities Act, P.L 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the Superintendent and approved by the Board. The Board shall receive a report after each of these reviews is conducted.

GAOC-R - EMPLOYEE CONDUCT

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts of the provisions of Kansas law. Nothing in this policy intended to diminish the right of the district to take any other disciplinary action which is provided for in the district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the district personnel office.

Employees are responsible for contacting directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy and drug and alcohol counseling and rehabilitation programs shall be provided to all employees.

GBRAB - USE OF TOBACCO

The use of tobacco products in any form and/or vaping devices, including electronic cigarettes, is prohibited in any building owned, leased or rented by the district; in any school vehicle; and on the grounds of any building, owned, leased or rented by the district including athletic/activity sites.

JDA - CORPORAL PUNISHMENT

Corporal punishment shall not be used in Manhattan-Ogden School.

GAO - DISCIPLINE/STAFF PROTECTION

Each employee bears a responsibility for maintaining proper control and discipline in the school. An employee may use such reasonable force as necessary to ward off an attack, to protect another person, to quell a disturbance threatening physical injury to others or to obtain possession of weapons or other dangerous objects in the possession or in the

control of a student. All disciplinary actions and methods invoked by teachers shall be reasonable and just and in accordance with established Board policy. Each teacher is responsible for reporting to the building principal the name of any person who is in apparent need of attention.

GAU - ETHICAL CONDUCT

District schools belong to the public and are for the purpose of providing educational opportunities to all. It must be recognized that school district staff's actions will be observed and judged by the community and students. District employees shall adhere to the following statements of ethical conduct:

An employee in the performance of assigned duties shall:

- actively support and pursue the district's mission statement and goals;
- recognize the basic dignity of all individuals;
- maintain personal and professional integrity;
- avoid accepting anything of substantial value offered by another which is known to be or which may appear to influence judgment or the performance of duties;
- accurately represent personal and professional qualifications; and
- follow all board of education policies, rules, regulations and administrative directives.

A copy of this policy shall be provided to all employees.

HELPFUL HINTS FOR THE SUBSTITUTE TEACHER

“Every time you are kind, helpful, decent, democratic, affectionate, and warm you become a psychotherapeutic force.”

Maslow, 1954

Expectations: Expect that some students will have a more difficult time with change than others.
Expect that students will follow behavior standards and stay on task.

Be Aware: Position yourself so that you can monitor the entire classroom.
Sense when student interest is waning and it may be time to change activities.

Anticipate: What could happen if you leave students unsupervised?
What could happen if you do not have materials ready when needed?
What could happen if you yell at, threaten, or grab a student?

What could happen if you greet students at the door, are cordial, respectful, and friendly?

START YOUR OWN TIP BOOK OF IDEAS - Always keep it with you and add to it as you go along. In every room, you will find an idea that you can use and adapt for another room. What works well in one place may just be as effective in another room at another time.

“Class,” the substitute teacher announced, “I have found Mr. Star’s lesson plans and you are to do pages 89 and 90 in your math book. I suggest you start on them right now.” She waited, and when none of the talking stopped, added, “Or else.” “Or else what?” Rolf asked. And we all listened for the answer.

Jamie Gilson, 1882

PAYMENT PROCEDURES FOR SUBSTITUTE TEACHING

1. All substitute teachers must complete a W-4 form and have it on file in the Robinson Education Center before payment for substitute services can be made.
2. Substitute Teachers will clock in at every school assigned by the AESOP system.
3. All payments must be direct deposited.
4. Substitute Teachers are paid on an hourly basis.
5. Substitute Teachers called in error will be assigned other duties for the day.

IN SCHOOL SUSPENSION OR TUTOR POSITIONS

A substitute teacher (holding a valid Kansas Teaching Certificate/license or Emergency Substitute License) that is scheduled to substitute in the ISS or Tutor position will be paid the regular daily rate for substitute teachers. A substitute in the ISS/AES or Tutor position is not subject to the 16 consecutive day payment. If the substitute works a partial day the daily rate will be pro-rated according to the “Substitute Pay Determination” schedule.

EMERGENCY SUBSTITUTES

- An Emergency Substitute with a BS degree is limited to 30 consecutive days in the same assignment
- Emergency substitutes that do not have a BS degree are limited to 15 consecutive days in the same assignment.

An Emergency Substitute License must be renewed every year.

Short Term: Same assignment with the same teacher for sixteen consecutive days or more. The increase in compensation will be calculated retroactively to the first day of the assignment.

Long Term: After forty-five days in the same assignment with the same teacher, the compensation will be determined by placement on the current salary schedule. Said payment is not retroactive.

*It is the obligation of the principal to notify the Director of Human Resources of the need to increase the daily rate.

Substitutes are employed only for the days they teach.

Substitute teachers may be eligible for participation in the district's 403b program. Contact the Department of Human Resources for more information.

THE SUBSTITUTE ASSIGNMENT IS DETERMINED BY THE BUILDING PRINCIPAL.

PAY RATES

Substitutes are not be required to clock out during their duty free lunch period. When a substitute is on paid time, excluding a duty free lunch, building administration can assign them reasonable substitute duties to support the successful operation of the school.

Emergency Substitutes: \$12.00/hour (\$93.75 for a 7.5 hour day)

Certified Substitutes: \$14.00/hour (\$105 for a 7.5 hour day)

Administrative/Principal Substitutes: \$18.00/hour (\$144 for an 8 hour day)

Job Corp substitute pay rates will be \$2.00/hour more than the adopted USD 383 hourly rate.

Short Term: Same assignment with the same teacher for sixteen consecutive days or more. The increase in compensation will be calculated retroactively to the first day of the assignment. This would be effective from the 16th consecutive day through day 44 in the same assignment. The hourly pay rate for all levels would increase by \$5.00/hour.

Long Term: After forty-five days in the same assignment with the same teacher, the compensation will be determined by placement on the current salary schedule. Said payment is not retroactive.

In conclusion...

We hope the suggestions and ideas that we have presented will make you a happier and more efficient Substitute Teacher. We recognize that you are an integral part of our educational program. Your suggestions for improving the working conditions for our substitute teachers are welcomed and appreciated.

Substitute Teacher Evaluation

To be completed by the Classroom Teacher

Substitute Teacher's Name _____ Date _____

Building _____ Grade Level/Subject _____

Classroom Teacher's Name _____

	Superior	Good	Fair	Poor (Comments)
Followed lesson plans				
Carried out assigned duties				
Clerical tasks completed				
Left notes for teacher				
Left room in order				
Student Management				
Student Response to Substitute				
Reliable				

Would you consider this substitute in the future? Yes _____ No _____

Comments _____

 Teacher's Signature

Note: Teacher: Return this form to your principal. Any inappropriate or negative situations noted by the teacher must be reviewed by the building principal. The building principal must complete and return the following:

To be completed by the Building Principal

Building Principal- I _____ talked with the substitute about the situation. (Have/have not)	_____ Date
Please mark one:	
<input type="checkbox"/> Willing to have substitute in building again <input type="checkbox"/> Block the substitute from this teacher only <input type="checkbox"/> Block from the entire building	
_____ Principal's Signature	

Substitute Teacher Feedback Form

My name is _____

I am substitute teaching for _____.

Date: _____

Arrival time _____ Departure time: _____

Adequate lesson plans were provided: Yes _____ No _____

Comments/explanation: _____

Provisions for necessary duties were provided: Yes _____ No _____

Comments/Explanations: _____

Lesson Plans were:

Completed _____ Partially Completed _____ Not Followed _____

Comments/Explanations: _____

The classes today were:

Excellent _____ Very Good _____ Good _____ Fair _____ Poor _____

It is important for you to know that:

- Return this form to the school office.