



**WETASKIWIN REGIONAL PUBLIC SCHOOLS**

**Substitute  
Teacher  
Handbook**



**Winfield  
Elementary  
School**

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This type of information should be found in individual teacher's sub plans. If you have questions, please ask at the office.

# 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 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 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, however, the substitute teacher should not be assigned supervision prior to the first class so as to provide time for preparation.);
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 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

### 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 in DocuShare and is made available on our electronic dispatching system, SRB. 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. 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.
- B. Claims are processed and payment is issued on the 26<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 be provided with 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:

### Section 10.0 Substitute Teachers

- 10.1 Teachers engaged as substitutes shall hold a valid Alberta teaching certificate.

The substitute teacher rate of pay is to be adjusted on the same dates and by the same percentage increases as are applied to the salary grid.

Substitute teachers shall be paid effective Sept 1, 2012; \$207.50 each full day of work and 60% of the full day rate for each half day of work provided no substitute teacher earns more than 100% for any day of substitute teaching at the same school on the same day. This rate is inclusive of vacation pay.

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 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 (Kim Patten & Donald Teplyske) or the Division's Health and Safety Coordinator (Terry Senger) should there be any questions or concerns.

## F. Contacts

### Winfield Elementary School

780-682-3856

Karen Rylance, Administrative Assistant

Donald Teplyske, Principal

780-335-4549

[TeplyskeD@wrps.ab.ca](mailto:TeplyskeD@wrps.ab.ca)

### Website

[www.winfieldschool.ca](http://www.winfieldschool.ca)

### School Email

[wf@wrps.ab.ca](mailto:wf@wrps.ab.ca)

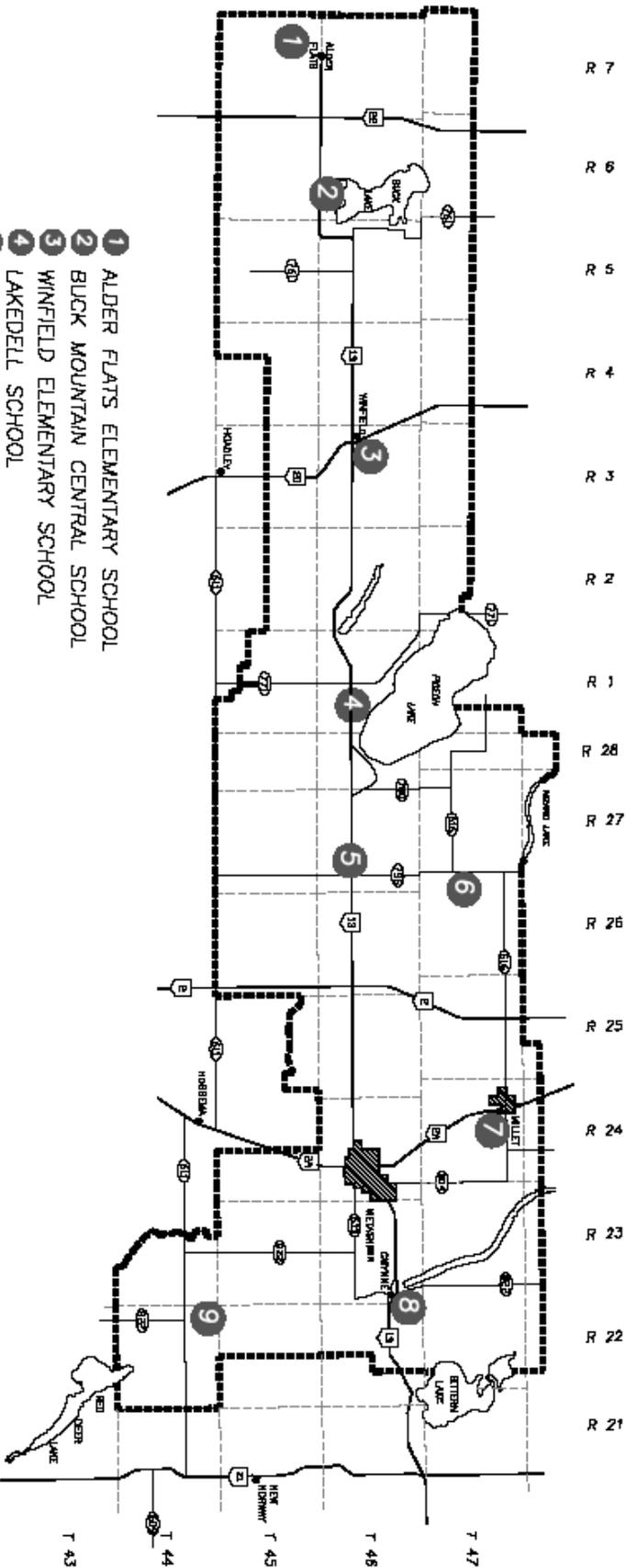
**Please note:** A substitute teacher who is booked and needs to cancel is expected to contact either Ms Rylance at the school or Mr. Teplyske on his cell **at the earliest opportunity**.

## G. Division Map

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# 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** PIPESTONE SCHOOL
- 7** MILLET SCHOOL
- 8** GRIFFITHS-SCOTT SCHOOL
- 9** ROSEBRIER SCHOOL



# SCHOOL INFORMATION

## A. School Programs

Winfield Elementary School offers programs from kindergarten through Grade six for 91 students. Our ECS program is a full day program that operates Mondays and Wednesdays and select Fridays.

Students with special needs are included in the regular program with support (where necessary) for program delivery. Modifications can also be made within the classroom to allow students of varying skills and ability levels to achieve success while integrated with age-appropriate peer groups. Our inclusion program models a collaborative-teaching model where there is a shared responsibility between the classroom teachers and the Learning Support Teacher at our school. Students both gifted and special needs, receive age-appropriate academics, support services and necessary adaptation and/or modifications

## B. School Location / Directions

**We are located on the eastern edge of Winfield, a hamlet at the junctions of Highways 13 and 20.**

If you are coming from Highway 2, turn onto Highway 13 west, and travel approximately 55 km to the Highway 20 junction. Turn right onto Highway 20, and take the **first left into Winfield**. Travel about 200 m, turn north onto 6<sup>th</sup> St. E. and you will eventually see us on the left side of the road.

If you are coming from the west, turn left onto Highway 20 from Highway 13, and follow the same turns.

From Rimbey and parts south, travel north on Highway 20 and from Thorsby, Leduc, and such travel west on Highway 39 to the Alsike corner, and travel south on Highway 20. From Drayton Valley, go east on Highway 39 and follow the same directions once you are at Alsike.

**Google Map to Winfield (Alberta, not British Columbia or Kansas):**

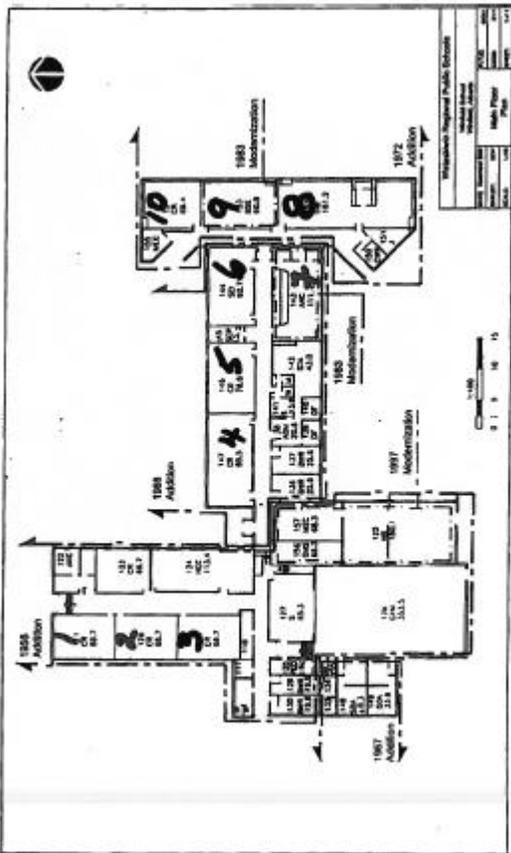
<https://maps.google.ca/maps?q=Winfield,+AB&hl=en&sll=54.498365,-115.000188&sspn=13.659115,43.110352&oq=winfiel&t=h&hnear=Winfield,+Division+No.+11,+Alberta&z=15>

We take no responsibility for these directions.

## C. Contact Information and Booking Procedures

1. 780-682-3856 Phone
2. Donald Teplyske, Principal; Karen Rylance, Administrative Assistant
3. With rare exception, teachers book their own substitute teachers through SRB.
4. Call the school to cancel a booking the morning of the scheduled work. Call the Principal if no answer at the school, 780.335-4549

D. F



ie is first come, first served  
 are in the west parking lot  
 buses arrive at 8:21

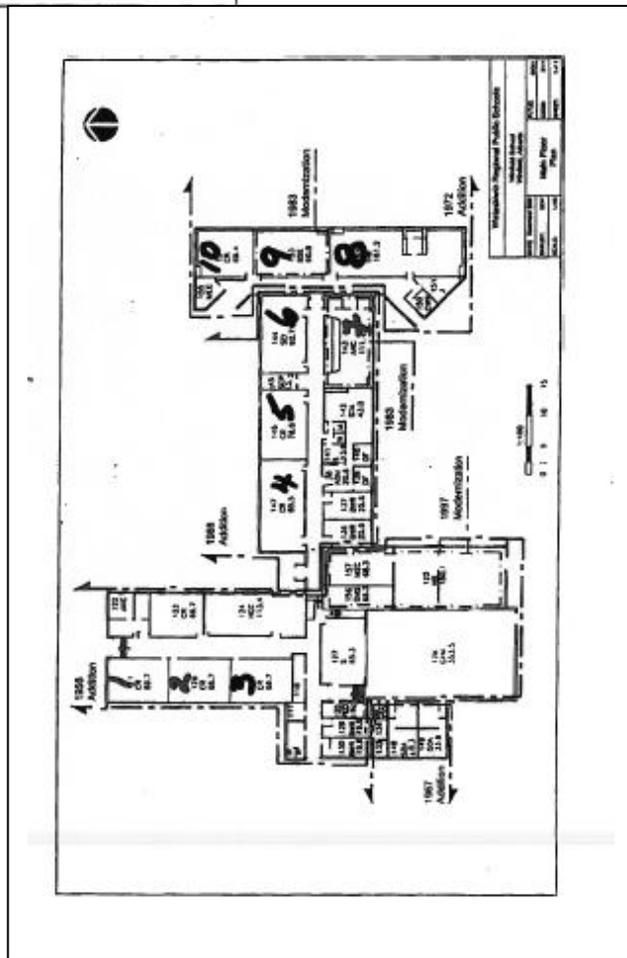
eft of the doors  
 tant or Principal  
 in the staffroom closet. Lockers are available

doesn't have a canteen; restaurant services available  
 : of charge.

E. K

Key

F. S



ce. Please ensure to return at day's end.

## G. Bell Schedule

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
	8:23-	Buses Arrive				
	8:23-8:40	Agendas, Organization, Daily Silent Reading followed by Announcements and "O Canada" at 8:33				
1	8:40-9:22					
2	9:22-10:04					
	10:04-10:23	RECESS				
3	10:23-11:06					
4	11:06-11:45					
	11:45-12:00	LUNCH				
	12:00-12:30	RECESS				
5	12:30-1:15					
6	1:15-1:55					
	1:55-2:15	RECESS				
7	2:15-3:00					
8	3:00-3:40					
	3:40	DISMISSAL				

A two-three minute snack time is scheduled prior to AM and PM recess breaks.

## H. In-School Communication

1. Telephone in each classroom. Intercom numbers are located beside each handset. Main office, pick up and dial 221.
2. PA system, Morning announcements made daily at 8:33.

## I. Attendance Policy and Procedures

1. Please call the office with attendance by 8:40 so that it can be entered into the system.
2. A student is considered "late" if they have come to school after 8:40.
3. Teachers and support staff make note of changes to after school routines- i.e. not on bus, on different bus, being picked up by...to assist should there ever be an emergency.

## J. School Rules and Outside Supervision Guidelines

At Winfield Elementary, we have a trio of basic philosophies that guide our practice as adults; we hope that by modeling these behaviours daily, our students will accept these as fundamental tenets of their own behavior.

When reviewing an incident, we will often use the 'helpful/hurtful' paradigm: was a particular behavior 'helpful to others' or 'hurtful to others'? Using this as a starting place helps ground conversation within a context even the youngest among us can understand; try it: you'll see how well it can work.

When facing challenges, we ask students and staff to consider what occurs in The Dino-Mites' DEN:

- D**o your best;
- E**ncourage others;
- N**ever give up.

When facing new challenges, when encountering new situations, and when working in multi-age groups, these three ideas help us- and our students- persevere.

Finally, rather than having a never-ending list of 'thou shalt's' and 'do not's' as a set of rules, we would rather phrase things as Winfield Elementary Expectations, and these expectations-again- work for both adults and students: we can think of these values collectively as **The Big 5**:

- Be respectful.**
- Be responsible.**
- Be truthful and trustworthy.**
- Be cooperative.**
- Be caring.**

### Lunch and/or Snack Time:

- Students should be seated when they're eating. •Students may purchase milk at the office.
- An appropriate noise level should be maintained.
- Students should get prepared for recess, dressing appropriately for the weather, in a timely manner.

### Recess/General Guidelines:

All students are aware of all of expectations. There is a K-2 play area and a 4-6 area, with Grade 3 able to move between. However, we do not worry too much about this as younger siblings often play with older ones in the 'middle area.' Normally, the only time this becomes a problem is when soccer gets too rough. Please monitor and advise other staff or the principal if there are concerns.

Please discourage unsafe or unfriendly behaviour and if it continues please let any teacher or the principal know when recess is over. Have offenders walk with you for a period of time.

Any student informing you of a head injury must go to the office immediately. Use your own judgement if students notify you of any other type of injury.

Students must stay within the school grounds- the chain link fence and black metal railing.

There will be two Grade 5/6 Peer Supervisors outside during each recess. They assist adults in supervising younger students and encouraging all to play kindly. They do not discipline students but are pretty good at low-level conflict resolution.

All supervisors are to wear an orange vest while on duty outside. The far southeast wing doors and the far west doors need to be unlocked (allen key available at the office) before each recess and relocked after the break; this is the responsibility of the supervising teacher. It is expected that the adult supervisor is both the first and last person on the playground; therefore it is necessary to plan ahead for this responsibility. Also, a complete visual playground sweep needs to be conducted before the supervisor leaves the playground and the supervisor should be the last person inside. It is expected that the supervisor walks outside from one door to the other to ensure no stragglers are missed.

### K. Supervision Schedule

SUPERVISION SCHEDULE 2015-16

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ARRIVAL 8:23-8:35	ALL TEACHERS- Buses: Mr. Teplyske				
AM RECESS	Ms. Young	Mrs. Graham	Mrs. Harden	Miss Gaboury	Miss Patten
LUNCH	ALL TEACHERS				
LUNCH RECESS	Mrs. Harden	Miss Gaboury	Mr. Teplyske	Miss Patten	Ms. Young
PM RECESS	Mrs. Graham	Ms. Young	Mrs. Graham	Mr. Teplyske	Miss Gaboury
DISMISSAL	ALL TEACHERS				
Buses	Mr. Teplyske				

### L. School Lunch Routines

1. Teachers remain in the classroom during lunch eating time to supervise the students.
2. Students are able to use the microwaves in the classroom, under adult supervision.

### M. Noon Hour Activities

During lunch recess all students are required to be outside. Classroom teachers will indicate in their plans if students are to stay inside for any reason. During winter months, if it is determined that the students are to stay indoors, staff and students will be notified where activities will be taking place and which classes are participating in the activities. (ie. Grades 3/4 will be in the computer lab, grades 1/2 will be in the gym.) Teachers normally on supervision will be required to supervise inside by moving from class to class, checking on students frequently.

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

1. To access SMART Boards, internet, and teachers computers use guest Login, available from staff.
2. A schedule of the computer lab is posted outside the computer lab. Teachers that indicate the class should be using the computer lab will have the computer lab booked for that time slot.
4. Printer (photocopier) in the staffroom does NOT require a password. Karen Rylance is contact person for assistance with this printer.

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

1. Emergency plans are located in each classroom. Locate the "grab and go" bag in each classroom. This bag shall be brought with you for evacuation of any reason. Class lists are found in the grab and go bags.
3. Staff with first aide training: Donald Teplyske, Kim Patten, and Erin Gaboury
4. Classmates may escort a student to the office for assessment and assistance with a minor injury. Eg. Minor cut/scrape/sliver.
5. Staff member must escort students to the office for assessment and assistance with major injuries. If the student is not able to be moved or another adult is required, send a student to the office or closest adult for assistance.
6. A detailed report of any major accident or injury must be left at the office.
7. Students complaining of illness can be sent to the office at the teacher's discretion. Phone the office (#221) so that office personnel are aware that a student will be coming to the office.
8. Violently ill students shall be escorted to the office by a staff member immediately.

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

(Generally maintained by school's ATA Rep)

The ATA rep for the school is Erin Gaboury. Information for substitutes can be found on the bulletin boards or contact Erin directly.

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

Forms and money collected by the teacher from the students shall be sent directly to the office unless otherwise indicated in the teacher's plans.

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

The schools monthly Newsletter, Calendar and School Handbook are found on the school website: [www.WinfieldSchool.ca](http://www.WinfieldSchool.ca)

IF YOU NEED SOMETHING, ASK! We'll help you as best we can.  
Enjoy your day with us at Winfield Elementary School.