

# SUBSTITUTE TEACHER RESOURCE HANDBOOK

2021-22



**LANSING SCHOOL DISTRICT #469**

**200 E. Mary Street  
LANSING, KANSAS 66043**

## **IISD #469 NOTICE OF NON-DISCRIMINATION**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District #469 are hereby notified that this institution does not discriminate on the basis of sex, race, color, national origin, gender, age, religion, marital status, veteran status, disability or any other basis prohibited by state or federal law in admission or access to, or treatment, or employment in, its programs and activities. Any person having inquiries concerning Unified School District #469 compliance with the regulations implementing Title II, Title VI, Title VII, Title IX, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act 2001, USERRA, Section 504, or reports of specific complaints, or alleged discrimination, is directed to contact Unified School District #469, 200 E. Mary Street, Lansing, Kansas 66043, (913) 727-1100. The Superintendent is designated by USD #469 to coordinate the institution's efforts to comply with the regulations implementing Title II, Title VI, Title VII, Title IX, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act 2001, USERRA, Section 504 or other applicable federal, state or local law. Any person may also contact the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64111, (816) 268-0550, TDD (877) 521-2172, regarding the institution's compliance with regulations implementing Title II, Title VI, Title VII, Title IX, or Section 504. (07/2016)

Dear Substitute Teacher,

Welcome to the Lansing School District! Substitute teaching for the classroom teacher is truly an important role in our schools. We believe that all adults in our schools have a great impact on the learning environment for the children of Lansing School District.

Your role as a substitute teacher is an important and challenging one. We want your experience in our schools to be as positive and rewarding as possible, and we want to ensure that the high expectations we have for student learning is supported by your presence in the classroom.

**In the Lansing School District we believe:**

- Having a clear, focused educational mission is essential to identifying quality outcomes for student learning.
- High expectations for students and staff will enable us to reach for excellence in instruction and learning.
- Effective home - school relationships will greatly support and benefit our students in the educational process.
- Instructional leadership and focus is a shared responsibility.
- School should be a safe and orderly environment for students to learn.
- The frequent monitoring of student progress and success will enable us to improve the education for our youth in a systematic way.

The Lansing School District is continually looking to identify ways we can constantly improve the educational experience for the young people of our district.

The Substitute Teacher Resource Handbook is intended to provide you with information that will be helpful. Thank you for substitute teaching in the Lansing School District!

Dan Wessel  
Superintendent

**GENERAL INFORMATION**  
**OFFICES AND SCHOOLS**

**DISTRICT ADMINISTRATION OFFICE. . . . . 727-1100**

200 E. Mary Street  
Superintendent – Dan Wessel  
Director of Teaching and Learning – Miles Azzeh  
Director of Special Education – Mary Alice Schroeger  
Assistant Director of Special Education – Dr. Ron Malcolm  
Clerk of the Board – Doniaell Brandt  
District Bookkeeper – Christine Motley  
Superintendent's Secretary - Jan Zoellner  
Emergency Preparedness Coordinator – Kevin McCarley  
Community Relations Coordinator – Sharon Burns  
LEF Executive Director - Sharon Burns  
Technology Coordinator – Chris Fletcher  
Data Coordinator – Martina Crisp  
District Office Assistant - Amber Bollin  
District Office Assistant - Emmaly Farr

**LANSING ELEMENTARY SCHOOL (Grades K-3) . . . . . 727-1128**

450 W. Mary Street  
Principal – Dr. Mindy Wells, Grades K-3  
Assistant Principal – Dr. Jennifer Kolb, K-3  
Bookkeeper and Substitute Teacher Contact – Anna Buffo  
Registrar – Carrie Portenier

**LANSING INTERMEDIATE SCHOOL (Grades 4-5) . . . . . 297-0990**

509 W. Ida Street  
Principal – Sue Anderson, Grades 4 & 5  
Assistant Principal/Interventionist – Mechelle Settles, 4 & 5  
Bookkeeper and Substitute Teacher Contact – Jennifer Grant  
Registrar - Devon Bresser

**LANSING MIDDLE SCHOOL (Grades 6-8) . . . . . 727-1197**

220 Lion Lane  
Principal – Brooks Jenkins  
Assistant Principal – Brooks Jenkins  
Bookkeeper – Shirley Painton  
Registrar – Amanda Botts  
Attendance Secretary and Substitute Teacher Contact – Jennifer Layton

**LANSING HIGH SCHOOL (9-12) . . . . . 727-3357**

1412 147<sup>th</sup> Street  
School Principal – Rob McKim  
Assistant Principal – Nick Gray  
Assistant Principal – Sandy VanCise  
Activities Director – Gary Mattingly  
Bookkeeper – Mona Hauver  
Registrar – Connie Hamilton  
Attendance Secretary – Missy Allen  
Secretary and Substitute Teacher Contact – TBD  
Secretary – Laura Totleben

**SPECIAL EDUCATION ADMINISTRATION BUILDING**

**EARLY CHILDHOOD, NEW BEGINNINGS** ..... 727-1755

210 E. Mary Street

Special Education Director - Mary Alice Schroeger

Special Education Assistant Director - Dr. Ron Malcolm

Special Education Coordinator – Ascendra Donald

Registrar – Bridget Wolfe

MIS/Special Education File Clerk - Helen Culliney

**SCHOOL HOURS**

**Elementary**

K – 3<sup>rd</sup> Grades

Office Hours: 7:30 AM – 4:00 PM

School Hours: 8:30 AM – 3:30 PM

Building Opens for students at 8:00 AM

**Intermediate**

4 & 5<sup>th</sup> Grades

Office Hours: 7:30 AM – 4:00 PM

School Hours: 8:30 AM – 3:30 PM

Building Opens for students at 8:00 AM

**Middle School**

6 – 8<sup>th</sup> Grades

Office Hours: 7:30 A.M. – 4:00 P.M.

School Hours: 8:15 A.M. – 3:20 P.M.

Building Open for Students at 7:45 A.M.

**High School**

9 – 12<sup>th</sup> Grades

Office Hours: 7:30 A.M. – 4:00 P.M.

School Hours: 8:00 A.M. – 3:10 P.M.

Building Open for Students at 7:35 A.M.

**Special Education Administration Building**

Office Hours: 7:30 AM – 4:00 PM

Early Childhood Monday – Thursday

AM Session - 8:00 AM – 11:00 AM

PM Session - 12:00 PM – 3:00 PM

New Beginnings

Monday – Friday - 8:00 AM – 2:45 PM

PALS

Monday – Friday – 8:00 AM – 11:00 AM

12:00 PM – 3:00 PM

LINCS (Located at Intermediate School)

Monday – Friday – 8:50 AM – 3:15 PM

## Report time for Substitute Teachers by Building

### LES

7:50 – 3:50 Full day

3:50 – 11:50 AM Half Day

11:50 – 3:50 PM Half Day

### LIS

7:50 – 3:50 Full day

3:50 – 11:50 AM Half Day

11:50 – 3:50 PM Half Day

### LMS

7:45 – 3:30 Full day

½ day is 11:30

### EC

Pre K morning: 7:30 – 11:00

Pre K afternoon: 11:30 – 3:15

### NB & Autism

Full Day: 7:30 – 3:15

½ AM 7:30 – 11:00

½ PM 11:30 – 3:15

### LHS

7:30 – 3:20

½ am 7:30 – 11:15

½ pm 11:15 – 3:20

## LUNCH CHARGES

GRADES K-5 .....	\$2.55/meal
GRADES 6-12 .....	\$2.80/meal
ADULTS .....	\$4.00/meal
EXTRA MILK .....	\$ .50 carton

## SUBSTITUTE CONTACT

Frontline is the absence management system contracted by USD 469 for the sole purpose of scheduling substitutes for Lansing schools. If at any time your personal information changes, please contact Christine Motley, District Office at 913-727-1100 or [christine.motley@usd469.net](mailto:christine.motley@usd469.net). You can review current assignments, review available jobs, cancel a job, and review your personal information on [www.sub.aesoponline.com](http://www.sub.aesoponline.com).

## INCLEMENT WEATHER

In the event the Superintendent, Mr. Dan Wessel, finds it necessary to close school due to inclement weather or other reasons, you will not be required to report to your assigned school. To get instant notifications of Lansing USD 469 closings, download our free mobile app. For instructions on how to access the app, click [here](#).

## SAFETY

### EMERGENCY PREPAREDNESS

Lansing USD#469 is dedicated to preparing all staff members in case of an emergency situation. Every classroom teacher will leave specific information for their classroom regarding staff response during an emergency situation, enhanced lockdown protocol, playground safety and additional safety information specific to their building and classroom. If you ever have a safety concern, please contact the building principal immediately or Kevin McCarley, Emergency Preparedness Coordinator at 913-727-1100, or [kevin.mccarley@usd469.net](mailto:kevin.mccarley@usd469.net).

### BULLYING

Lansing Public School will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in its school buildings, on school grounds, or in any school related activities. USD 469 will initiate an investigation into all reports and complaints concerning bullying, cyberbullying, and retaliation in a timely and appropriate manner and take action to end that behavior and to restore a sense of safety to all community members. USD 469 will support this commitment in all aspects of its school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

## PAYROLL PROCEDURE

Substitutes are paid on the 15<sup>th</sup> of the month. For days assigned in the month prior (i.e. payment October 15<sup>th</sup> are days worked September 1 - September 30.) If you have not chosen direct deposit, then your check will be mailed to your home address.

Payroll information is available through Skyward access  
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wedulansings/skyportallogin.w>.  
Login is **first name.last name** and the temporary password is **123456**. Lost passwords are available by calling 913-727-1100.

Payment for substitute teaching in Lansing School District is as follows:

Level I -	Certified teachers or those once certified in teaching	\$120.00
Level II -	Those with a college degree	\$110.00
Level III -	Those without a degree but having 60 hours	\$90.00
	* Long-Term Substitutes	1/188 of base pay

\*Long-term positions occur after 10 consecutive days in the same teaching assignment.

## SUBSTITUTE TEACHING PROCEDURES

### REPORTING TO THE SCHOOL

Report to the school office 20 minutes prior to the beginning of school. Make certain the secretary knows who you are substituting for and records your name for payroll purposes.

Ask the secretary for any special instructions, keys, etc.

**"Be flexible." You may be asked to cover other classrooms during plan time or other teacher release time if the school has a need**

Review lunch count procedures, absentee reporting, plans left by the regular teacher and any other information that the office and/or classroom teacher has left for you. Be sure to note any special schedules of students in the class

### FRONTLINE AND EVALUATION INFORMATION

The program that you will use to sign up for jobs is called Frontline, formerly known as AESOP. Once the district office has all the necessary documents, you will receive an invitation through your email. You will need to follow the link to set up your Frontline account.

The Frontline program will also be where you will go to leave feedback for the teacher, as well as the program where teachers will evaluate your performance

## HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT

1. The initial impact of the substitute teacher is the key factor in successful classroom management.
2. Self-confidence, self-knowledge, resiliency, initiative, and resourcefulness are some prerequisites.
3. Make sure that you have thoroughly gone through the plans that the classroom teacher has left you. Being well prepared will go a long way!
4. Introduce yourself and write your name on the board.
5. Start the day out quickly, firmly, concisely. Be pleasant. Appear confident.
6. Students are likely to say: "This is not the way our teacher does it." Tell them at the beginning, "Don't worry if I don't do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you." However, children often feel more secure when they follow established routine, so try to hold to the time schedule and other "anchor" routines.
7. Compliment things in the room (if applicable) and inquire about the things around the room (an interest in and positive attitude toward "their" space).
8. With any group            Smile            Be friendly            Show enthusiasm
9. Try to learn names quickly. Have students help you...even the smallest task can put them on your side.
10. Remain calm and relaxed. Ask for help if needed. Administration, neighboring teachers, team leaders, and secretaries are all great people to go to for questions!
11. Discipline is based on mutual understanding through honest, open communication.
12. Deal with individual students when problems occur, not the entire group. Don't degrade or belittle, but do handle situations when they occur.
13. If you send a student to the office, for disciplinary reasons, ask a teacher close by to watch your room and go with him/her or call the office on the intercom.
14. (Only applicable for middle school) Using the BIST process will show the students that you understand and will follow the same behavior expectations that the classroom teacher follows. Using the safe seat and buddy room terminology will show the students that you are knowledgeable and will not tolerate outlandish behavior.
15. Take copious notes for the classroom teacher and the administrator! Both good and bad notes are extremely helpful in processing what went on that day. If there is a difficult student that has been giving you a little bit of trouble, write the situation down. This way the classroom teacher and/or administration can help process with the student and help ensure that it does not happen again for you or another substitute.



## **WHAT THE SCHOOL EXPECTS OF THE SUBSTITUTE TEACHER**

1. Reporting to the principal or secretary first, upon arrival at school.
2. Keeping the atmosphere of the room pleasant and conducive to good work habits.
3. Maintain good discipline.
4. Performing the regular duties of the teacher in maintaining lunch and attendance records, grading daily work (unless otherwise directed), maintaining good housekeeping (care of plants, animals, materials), and notifying the principal of any problems or accidents that might occur.
5. Assuming the duties of the regular teacher which may include:
  - a. Bus duty
  - b. Playground supervision
  - c. Fire or tornado drill supervision
  - d. Before/After School Supervision
  - e. Hallway Supervision
  - f. Lunch or Breakfast Room Supervision
6. Being positive and kind to and about students
7. Being professional and ethical in the comments made outside of school and to parents who come to school.
8. Studying the "Teachers Handbook", relevant curriculum guides, and textbook materials to be as familiar as possible with the entire school program.

## **WHAT THE SCHOOL DOES NOT EXPECT OF THE SUBSTITUTE TEACHER**

1. Introducing new or major units of work, unless approved by the principal.
2. Reporting pupil progress (report cards, parent conferences, etc.).
3. Divulging confidential information from school records. (May be a violation of FERPA)
4. Leaving the premises of the assigned school without express permission of the principal.
5. Utilizing the classroom computer for any personal use.
6. Contacting parents.

## **TECHNOLOGY USE FOR SUBSTITUTES**

Per district IT policy, login sharing between classroom teachers and substitutes is not allowed. As such, substitute lesson plans will either be left on paper or communicated through a building secretary responsible for coordinating substitutes. All protected documents and assignments will be assigned in advance by the classroom teacher. If necessary, individual buildings can provide a temporary device that allows you to project and access web resources.

## **WHAT THE SUBSTITUTE TEACHER MAY EXPECT FROM THE SCHOOL**

### **A. OFFICE CONTACT**

1. Notify you promptly.
2. Provide you with schedules of building routines and regulations.
3. Inform you of special assignments or duties.
4. Help you become acquainted with the staff, pupils and building.
5. Provide instruction for discipline issues. (BIST, reporting procedures, etc.)
6. Bring to your attention and any special situations that exist.
7. Express appreciation for your cooperation and services.
8. Provide a substitute experience report.
9. Provide you with necessary login and technology information needed for the day.

**B. THE REGULAR TEACHER SHOULD PROVIDE:**

1. List of pupil names and/or seating chart.
2. Daily and weekly time schedule.
3. Lunch record sheet and attendance information sheets including instructions for their use.
4. Detailed lesson guides/plans.
5. List showing special schedules of students in class (reading, L.D., speech).
6. Crisis Plan and Chart.
7. List of pupils according to bus number.
8. Name of another teacher who will provide assistance to you.
9. List of students with special needs (emotional, medical and physical).
10. Materials needed for the day (teacher editions, copies, textbooks, etc.)

**THE SUBSTITUTE CHECKLIST**

**IN MORNING:**

- \_\_\_\_\_ 1. Smile. Be cheerful. The day has just begun.
- \_\_\_\_\_ 2. Greet administrator and/or office staff.
- \_\_\_\_\_ 3. Sign in with the main office.
- \_\_\_\_\_ 4. Collect room keys and class schedule.
- \_\_\_\_\_ 5. Check teacher's mailbox.
- \_\_\_\_\_ 6. Check classroom and/or work area for lesson plans.
- \_\_\_\_\_ 7. Write your name and today's date on the board.
- \_\_\_\_\_ 8. Record attendance and do a head count.
- \_\_\_\_\_ 9. Thoroughly review the plans for the day and ask questions if needed.

**END OF THE DAY:**

- \_\_\_\_\_ 1. Throughout the day write brief notes on lessons covered and student behavior to leave for the teacher.
- \_\_\_\_\_ 2. With students' help, leave room orderly.
- \_\_\_\_\_ 3. Return teacher's materials.
- \_\_\_\_\_ 4. Close windows, turn off lights and lock door.
- \_\_\_\_\_ 5. Complete your report to the teacher.
- \_\_\_\_\_ 6. Sign all necessary forms regarding your employment for the next day.
- \_\_\_\_\_ 7. Complete Substitute Experience Report.
- \_\_\_\_\_ 8. Ask in office if you will be needed the next day.

**Below is the email to be sent to teachers about substitute plans:**

Dear Lansing Educators,

To better ensure that we are all on the same page in regard to materials that are left for substitutes, we have now created the following list for you to put into a binder. Please make sure that you have these materials in your sub binder and provide them to your substitute each day and every day. This will make an easy transition for substitutes who are in our buildings every day. No matter if a substitute is the high school or in the elementary, the substitute can expect to have the same materials provided to them. The list is in the substitute handbook as well as this letter. We will ask the substitutes at the training at the beginning of the year to look for this binder when they come into your classroom each day they are present. If you have any questions, please ask your building administrator.

**Materials that should be provided:**

1. List of pupil names and/or seating chart
2. Daily and/or weekly time schedule
3. Lunch record sheet and attendance information sheets including instructions for their use
4. Detailed lesson guides/plans
5. List showing special schedules of students in class (reading, L.D., speech)
6. Crisis Plan and Chart
7. List of pupils according to dismissal procure (bus number, walk, car, etc.)
8. Name of another teacher who will provide assistance to you
9. List of students with special needs (emotional, medical, physical)
10. Materials needed for the day (teacher editions, copies, textbooks, etc.)
11. Any special announcements that are needed to be shared with students