

**BISMARCK PUBLIC SCHOOLS**

**SUBSTITUTE**

**TEACHER**

**HANDBOOK**

**Tamara Uselman  
Superintendent of Schools**

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## SUBSTITUTE TEACHER HANDBOOK

To keep students productively engaged in learning activities during the absence of the classroom teacher, substitute teachers must thoroughly and understand and execute not only emergency lesson plans but also effective management techniques and strategies.

This guide has been developed to provide you with some general guidelines that you, as a substitute teacher, will probably wish to consider as you provide a positive classroom climate for students to learn, to interact, and to have an effective learning process.

This handbook does not cover every area of situation that you will encounter in your work as a substitute teacher. The suggestions offered are not foolproof. Every school has its own in-house procedures with which you will need to become familiar. An effective teacher needs to come prepared.

As you leave the school building, hopefully you'll have good thoughts about the students you've helped, the lessons you've taught, the school, and good thoughts about yourself as a substitute teacher.

## SUPERINTENDENT'S MESSAGE

Substitute teachers are a very important part of the staff of the Bismarck School District and perform an essential service in the delivery of our instructional program. This being the case, we developed this manual to help you understand your role and duties as a substitute teacher. We hope that it will be helpful to you.

As is the case with all of our teachers, we want our substitutes to know that we believe that they should be committed to the students in their classes. They should want to contribute to our students' knowledge and well-being. We also expect our teaching staff to care about young people and to make decisions on the basis of what is best for young people. In other words, we believe that Bismarck kids are #1 and we think they should be the number one priority of the Bismarck community.

Thank you for being a part of our instructional program; if there are ways in which we can be of help to you, please let us know.

Tamara Uselman  
Superintendent of Schools

## HUMAN RESOURCES MANAGER

The purpose of this "manual" is two-fold. First, we want to provide our substitute teachers with information that will make it easier for them to know the names of our administrative staff, the locations of our schools and some of the expectations that we have as a school district. The second reason is to give our regular classroom teachers some guidelines as to what they should expect from you, our substitute teachers. As we all know, we need a unified approach to reach the needs of our youth.

This manual is only a guide. It cannot teach. It is you, the classroom teacher in charge of those students, who can and must teach them to be the best that they can be. That is an expectation from our parents, community and above all from our students.

I hope that you will have a successful year in your most important and essential role. If I can be of any assistance, please call.

Lisa J. Kudelka

BISMARCK SCHOOL BOARD

Steve Marquardt, President  
Matthew Sagsveen  
Lawrence King

Scott Halvorson  
Heide Delorme

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BUILDINGS/GROUNDS & TRANSPORTATION ----- Darin Scherr

SPECIAL SERVICES DIRECTOR ----- Cindy Wilcox

HUMAN RESOURCES ----- Lisa Kudelka

DIRECTOR OF TECHNOLOGY -----Tanna Kincaid

## GENERAL EMPLOYMENT INFORMATION

Every substitute teacher must possess a current North Dakota Teaching Certificate. This certificate is issued by the State of North Dakota Education Standards and Practices Board. Application forms are issued by:

Executive Director of Certification  
Education Standards and Practices Board  
2718 Gateway Ave. Suite 303  
Bismarck, North Dakota 58503

## CURRENT REGULATIONS OF THE DEPARTMENT OF PUBLIC INSTRUCTION

### REENTRY TO THE PROFESSION SECTION 67-02-04-01

An applicant who has been out of teaching for a period of more than five years must earn a total of eight semester hours or twelve quarter hours of college or university credit in the area in which the teacher wishes to renew certification during the two-year renewal period. One-half of the required credit hours must be earned before entering the second year of the renewal period. Substitute teachers are exempt from the eight semester hour requirement until the individual accepts a contracted position.

### SOCIAL SECURITY

Substitute teachers are covered by Social Security.

### TEACHER'S RETIREMENT

Substitute teachers are not covered under the North Dakota Teacher's Retirement Fund.

### INJURIES ON THE JOB

Substitute teachers are covered under North Dakota Worker's Compensation. Any injury sustained as an employee on school property in the normal course of duties as a substitute teacher should be reported immediately to the school principal.

## PAYROLL INFORMATION

Substitute teacher pay is \$100.00 for an eight hour day. Paychecks will be issued as follows: September 20, 2012, October 19, 2012, November 20, 2012, December 20, 2012, January 22, 2013, February 20, 2013, March 20, 2013, April 19, 2013, May 21, 2013 and June 20, 2013.

A long term substitute teacher, one who has taught 11 consecutive days for the same teacher, will be paid at the daily rate of a BA-0 on the salary schedule beginning on the 11<sup>th</sup> day.

In counting consecutive days, school holidays (except Christmas), storm days, in-service days, and NDEA days shall be counted within the 11 days. Substitute teachers will not be paid for the above days unless they are requested by the principal to be at the school.

## SUBSTITUTE TEACHER SYSTEM

The Bismarck Public Schools (BPS) has implemented an automated service that will greatly simplify and streamline the process of notifying you when your services are needed.

This service is called AESOP (Automated Educational Substitute Operator). AESOP will automatically call you via telephone when a school has an absence that needs to be filled, and then notify the school when you have accepted an assignment. You may also accept days by accessing AESOP on the Internet. You may access AESOP by telephone at (800) 942-3767 or on the Internet at [www.aesopeducation.com](http://www.aesopeducation.com). An information letter is included in your substitute teacher packet. If you have any questions regarding AESOP please call the Human Resource Office at 323-4070.

## LUNCH

All of our schools have lunch programs and many of them also have breakfast programs. The cost for adult breakfast is \$1.50 and adult lunch is \$2.75. Please check with the school secretary for additional information on eating breakfast and/or lunch at the school. If you wish to bring your lunch most of the schools have refrigerators to store your lunch. Once again just check with the school secretary.

## NEWSLETTER

If you are interested in viewing a copy of the district's weekly newsletter it will now be online on the BPS website. The newsletter will be available on Thursday during the school year.



## STAFF DEVELOPMENT OPPORTUNITIES

Certified teachers who substitute teach in the Bismarck Public Schools are welcome and encouraged to attend workshops and courses sponsored by the Bismarck Public Schools. Throughout the school year and in the summer the school district sponsors a wide variety of workshops and courses. Information on specific classes is listed each week in the school districts weekly newsletter, the Intercom. The Intercom is distributed to all of the schools each Thursday and is also posted on the bulletin board outside of the Human Resources Office at Hughes Educational Center. This bulletin board will also have additional information on staff development opportunities.

For additional information, please contact Lisa J. Kudelka, Human Resources Manager at 323-4070.

## IN-DISTRICT MILEAGE FOR SUBSTITUTE TEACHERS

Mileage will be paid to substitute teachers who substitute for a teacher who must travel to more than one school building during the school day as part of their regular teaching assignment. Mileage will be paid at .51 per mile. To be paid for in-district mileage substitute teachers must complete a Substitute Teachers In-district Mileage Voucher. Additional vouchers are available by contacting the Human Resources Office at 323-4070.

Vouchers can be sent to the Human Resources Office for payment when:

1. The payment will be for at least ten dollars;
2. When a substitute teacher withdraws their name from the list of available substitute teachers, regardless of the amount of the payment; or
3. At the end of the first semester and the end of the school year, regardless of the amount of the payment.

## THE "BASICS"

Each school has its own personality and will vary some on their procedures and routines, but your awareness of the following points will help in your performance as a substitute teacher wherever you are assigned.

The substitute teacher is responsible for the students conduct in the assigned classes. When and if special problems arise, the teacher should feel free to turn to the responsible administrator for help.

The substitute teacher is responsible for the full schedule of the regular teacher. This includes the classroom day, clubs, study halls, yard duty, and any special duties performed by the absent teacher. They are invited to attend specific meetings at the request of the principal or supervisor. Because elementary substitute teachers spend a portion of most days on the playground, please dress for the weather.

### STARTING THE DAY:

1. Report to the building principal or secretary when you arrive. The principals encourage substitute teachers to arrive a few minutes early when going to a new school. This will give the principal a better opportunity to visit with you before the rush begins and will provide you with some extra time to orient yourself with a new school.
2. Introduce yourself and let the office know for whom you are subbing.
3. Check the teachers sub packet for orientation to the school policies and procedures such as: attendance, discipline, storm day schedule, support system, and any other pertinent policies for that school. Let the principal know when you're missing necessary items or information.
4. Secure the materials and equipment necessary for carrying out the planned activities.
5. Consult the seating chart; identify any children that have been designated to assist you.
6. Familiarize yourself with the recess times, lunch period, art and music periods, the schedule and routine of the class.

### ROUTINE PROCEDURES AND EXPECTATIONS:

1. Be professional as it applies to your dress, grammar (both written and spoken) and dedication.

2. Introduce yourself to teachers in nearby classrooms. Be open and cordial during your prep and lunch period.
3. Neighboring teachers can be and are willing to be your best helper in interpreting rules, in controlling citizenship.
4. Check the class rolls/seating charts carefully and as quickly as possible.
5. Listen to announcements and have students listen.
6. Classroom teachers are required to leave adequate plans in their absence. Please follow them as closely as possible, recognizing that you need to use your own professional judgment as to needed modification or adjustments. If adequate plans are not available, contact the building principal or director at once.
7. Report to the principal or director immediately if any accident occurs. Parents should be contacted regardless of the perceived extent of injuries which may occur.
8. Seek guidance from the principal in any unusual situation. Report any major disciplinary problems (one that interferes with the learning process).
9. Elementary teachers escort classes to and from special activities such as music, physical education, bathroom breaks, library, lunch, etc.
10. Stand at the door of your classroom during passing periods.
11. Use “free time” to plan and prepare materials.
12. Keep notes, bulletins and other communications for the classroom teacher.
13. Be prepared to assume all responsibilities of the classroom teacher, including special duties.
14. Do not permit students to leave the classroom indiscriminately to lockers, library, bathroom, or office during the class period. Students who must leave the classroom may be passed to the areas by a written pass, time and dated. Even when the student says their regular teacher allows them.
15. Never leave your class unsupervised – send a student if you need assistance.
16. The substitute teacher should refrain from doing the following without authority from the building principal:
  - a. Dismiss class ahead of time
  - b. Allow students to leave classroom without permission
  - c. Suspend a student
  - d. Hold a class or individual after school

17. Under no circumstances will the substitute teacher:
- a. Release a child from their jurisdiction during school hours without written permission from the office
  - b. Leave money or valuables in the desk
  - c. Resort to use of corporal punishment
  - d. Criticize the regular teacher

ENDING THE DAY:

1. Unless arrangements have been made with the building principal and/or teacher, substitute teachers will be expected to remain in the building for at least 7½ hours per day. On Fridays, all teaching staff can leave as soon as the students have left the building.
2. Leave the room in an orderly condition, with all supplies and equipment returned to storage areas.
3. Place detached chairs on desks after school in order to facilitate sweeping.
4. Correct all papers and workbooks, unless otherwise instructed by the classroom teacher. Teachers may wish to record the grades themselves (note teacher's instruction in the substitute teacher folder).
5. Complete any required reports. Leave the regular teacher a note of what was accomplished, what needs to be completed, how well the day went and any problems you may have had.
6. Students who ride the bus are not to be detained at the end of the day unless prior arrangements have been cleared with the principal or director.
7. Turn in all money collected to the office with detailed notes concerning who turned in the money and why.
8. Return all forms and folders to the office before leaving the building.
9. Leave your teaching area in good order. Students should help clean the room. Close all windows and adjust window shades. Turn lights off upon departure.

SAMPLE REPORT

THE BISMARCK PUBLIC SCHOOLS  
BISMARCK, NORTH DAKOTA

SUBSTITUTE TEACHER'S REPORT

Name of Substitute \_\_\_\_\_

Date \_\_\_\_\_

Substitute for \_\_\_\_\_

School \_\_\_\_\_

Number of Days Taught \_\_\_\_\_ Grade or Subject \_\_\_\_\_

Did you find a seating chart? \_\_\_\_\_

Did you find a daily schedule? \_\_\_\_\_

Did you find lesson plans? \_\_\_\_\_

Students who were discipline problems:

Nature of the Problem:

Students who were especially helpful:

How did they help you?

Please leave this report with the Principal before you leave.

SCHOOL INFORMATION

<u>School</u>	<u>Address</u>	<u>Phone</u>	<u>Principal</u>	<u>Secretary</u>
BECEP	720 N. 14 <sup>th</sup> St.	323-4400	Michelle Hougen	Trisha Luck
Centennial	2800 Ithica Dr.	323-4290	Tyler Hanson	Karma Anderson
Grimsrud	716 St. Benedict Dr.	323-4150	Wilda Nelson	Thelma Kvanvig
Highland Acres	1200 Prairie Dr.	323-4160	Linnett Schmidkunz	Michelle Gerrity
Miller	1989 N. 20 <sup>th</sup> St.	323-4170	John Alstad	Yvonne Fisher
Moses	1312 S. Columbia Dr.	323-4180	Terry Kuester	Lila Brendel
Murphy	611 N. 31 <sup>st</sup> St.	323-4190	Matt Fricke	
Myhre	919 S. 12 <sup>th</sup> St.	323-4200	Jean Hall	Rebecca Lahren
Northridge	1727 N. 3 <sup>rd</sup> St.	323-4210	Kathy Rooke	Karen Muggli
Pioneer	1400 E. Braman Ave.	323-4220	Teresa Delorme	Cindy Thompson
Prairie Rose	2200 Oahe Bend	323-4280	Michele Svihovec	Peggy Morris
Riverside	406 S. Anderson St.	323-4230	Jason Hornbacher	Lori Perman
Roosevelt	613 W. Avenue B	323-4240	Shawn Oban	Laura Johnson
Saxvik	523 N. 21 <sup>st</sup> St.	323-4250	Shelly Swanson	Shelley McEvers
Solheim	325 Munich Dr.	323-4260	Jim Jeske	Bonnie Aide
Sunrise	3800 Nickerson Ave	323-4300	Lynn Wolf	Trish Moch
Will-Moore	400 E. Avenue E	323-4270	David Saxberg	Sheri Keaveney
Horizon Middle	500 Ash Coulee Rd	323-4550	Sherry Heaton	Mary Felchle
Simle Middle	1215 N. 19 <sup>th</sup> St.	323-4600	Russ Riehl	Kathy Reinhardt
Wachter Middle	1107 S. 7 <sup>th</sup> St.	323-4650	Brian Beehler	
Bismarck High	800 N. 8 <sup>th</sup> St.	323-4800	Michael Cary	Tracey Reinbold

Century High	1000 Century Ave.	323-4900	Steve Madler	Paulette Kerzman
South Central	806 North Washington	323-4520	Tom Schmidt	Cathie Thill
Career & Tech	1200 College Drive	224-5433	Dale Hoerauf	Megan Carranza
Career Academy	1221 College Drive	323-4340	Dale Hoerauf	Connie Grause

**BECEP@RICHHOLT**

720 North 14<sup>TH</sup> Street

323-4400

Enrollment: 171

PRINCIPAL: Michelle Haugen

SECRETARY: Trisha Luck

CUSTODIAN: Eugene Keller

STARTING TIME OF DAY: 8:45

NOON LUNCH SCHEDULE: 11:30-12:30

ENDING TIME OF DAY: 3:00

SPECIAL PARKING INFORMATION: Park in the lot behind the school. Driveway to lot is off of 13<sup>th</sup> street.

**CENTENNIAL ELEMENTARY SCHOOL**

2800 Ithica Drive

323-4290

Enrollment: 522

PRINCIPAL: Tyler Hanson

SECRETARY: Karma Anderson

CUSTODIAN: Blake Graff

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:25 - 1:05 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05

SPECIAL PARKING INFORMATION: Use faculty parking lot (north side)



**GRIMSRUD ELEMENTARY SCHOOL**

716 St. Benedict Dr.

323-4150

Enrollment: 299

PRINCIPAL: Wilda Nelson

SECRETARY: Thelma Kvanvig

CUSTODIAN: Cindy Hoff

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:40 - 12:53 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05

SPECIAL PARKING INFORMATION: Do not park in bus area in front of school during the school day. There is on-street parking. Our off-street lot is small and reserved for staff (teachers, support staff).

**HIGHLAND ACRES ELEMENTARY SCHOOL**

1200 Prairie Drive

323-4160

Enrollment: 140

PRINCIPAL: Linnett Schmidkunz

SECRETARY: Vivian Duursma

CUSTODIAN: Brad Goecke

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:40 - 12:40 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05

SPECIAL PARKING INFORMATION: Black top parking lot is on east end of building. Two handicap parking spaces are on south side of building.

**ROBERT MILLER ELEMENTARY SCHOOL**

1989 North 20<sup>th</sup> Street

323-4170

Enrollment: 552

PRINCIPAL: John Alstad

SECRETARY: Yvonne Fisher

CUSTODIAN: Don Shimek

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:35 - 12:30 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05

OTHER IMPORTANT INFORMATION: Observe student medical instructions

**DOROTHY MOSES ELEMENTARY SCHOOL**

1312 South Columbia Drive

323-4180

Enrollment: 415

PRINCIPAL: Terry Kuester

SECRETARY: Lila Brendel

CUSTODIAN: Brian Olheiser

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:35 - 12:55 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05

SPECIAL PARKING INFORMATION: Avoid handicap area and space left of area.  
Do not park in designated bus area in front of school building.

OTHER IMPORTANT INFORMATION: Dorothy Moses operates on Lee Canter's Assertive Discipline procedure. Rules are posted in every room. Follow Behavior Improvement Form. Information found in black binder in desk.

**RITA MURPHY ELEMENTARY SCHOOL**

611 North 31<sup>st</sup> Street

323-4190

Enrollment: 508

PRINCIPAL: Matt Fricke

SECRETARY: Michelle Gerrity

CUSTODIAN: Robb Monzelowsky

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:15 - 12:30 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05 / 3:45-4:00 for teachers

SPECIAL PARKING INFORMATION: Parking lot at north end on 31<sup>st</sup> Street.

OTHER IMPORTANT INFORMATION: Special folder for substitute teachers in desk.

**JEANNETTE MYHRE ELEMENTARY SCHOOL**

919 South 12<sup>th</sup> Street

323-4200

Enrollment: 278

PRINCIPAL: Jean Hall

SECRETARY: Rebecca Lahren

CUSTODIAN: Gary Lindemann

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:15 - 12:50 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05

SPECIAL PARKING INFORMATION: Staff parking lot north of school building.

**NORTHRIDGE ELEMENTARY SCHOOL**

1727 North 3<sup>rd</sup> Street

323-4210

Enrollment: 574

PRINCIPAL: Kathy Rooke

SECRETARY: Karen Muggli

CUSTODIAN: Kerry Wentz

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:25 - 1:05 Staggered Lunches

ENDING TIME OF DAY: Grade K-6 3:05 Subs should remain until 4:00.

SPECIAL PARKING INFORMATION: Staff parking lot on north side of school.

OTHER IMPORTANT INFORMATION: Use a school-wide behavior plan for proper conduct on playground and in school. Teachers have own classroom plan.

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**PIONEER ELEMENTARY SCHOOL**

1400 East Braman Avenue

323-4220

Enrollment: 289

PRINCIPAL: Teresa Delorme

SECRETARY: Cindy Thompson

CUSTODIAN: Daron Heim

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:30 - 12:35 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05 students/subs stay until 4:00

SPECIAL PARKING INFORMATION: Parking lot at north end

**PRAIRIE ROSE ELEMENTARY SCHOOL**

2200 Oahe Bend

323-4280

Enrollment: 212

PRINCIPAL: Michele Svihovec

SECRETARY: Peggy Morris

CUSTODIAN: Dennis Peterson

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 12:00 - 12:55 Staggered Lunches

ENDING TIME OF DAY: Grades 1-6 3:05

SPECIAL PARKING INFORMATION: South side of parking lot

**RIVERSIDE ELEMENTARY SCHOOL**

406 South Anderson Street

232-4230

Enrollment: 115

PRINCIPAL: Jason Hornbacher

SECRETARY: Lori Perman

CUSTODIAN: Wallace Kahler

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:30 - 12:40 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05

SPECIAL PARKING INFORMATION: Strictly off-street parking

**ROOSEVELT ELEMENTARY SCHOOL**

613 West Avenue B

323-4240

Enrollment: 148

PRINCIPAL: Shawn Oban

SECRETARY: Laura Johnson

CUSTODIAN: Gordon Zimmerman

STARTING TIME OF DAY: Grades 1-6 8:35

NOON LUNCH SCHEDULE: 11:35 - 12:40 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05

SPECIAL PARKING INFORMATION: Park in parking lot east of the building

**SAXVIK ELEMENTARY SCHOOL**

523 North 21<sup>st</sup> Street

323-4250

Enrollment: 248

PRINCIPAL: Shelly Swanson

SECRETARY: Shelley McEvers

CUSTODIAN: Arlyn Ohlhauser

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:40 - 12:55 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05

SPECIAL PARKING INFORMATION: On-street parking

OTHER IMPORTANT INFORMATION: Duty card is transferred from teacher to teacher.  
Duty schedule on bulletin board in office. Staff room used by all teachers and staff.

**SUNRISE ELEMENTARY SCHOOL**

3800 Nickerson Avenue

323-4300

Enrollment: 465

PRINCIPAL: Lynn Wolf

SECRETARY: Trish Moch

CUSTODIAN: Tom Heaton

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE:

ENDING TIME OF DAY: Grades K-6 3:05

SPECIAL PARKING INFORMATION:

**VICTOR SOLHEIM ELEMENTARY SCHOOL**

325 Munich Drive

323-4260

Enrollment: 531

PRINCIPAL: Jim Jeske

SECRETARY: Bonnie Aide

CUSTODIAN: Drew Myer

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:20 - 12:45 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05

SPECIAL PARKING INFORMATION: Use street or staff parking lot.

**WILL-MOORE ELEMENTARY SCHOOL**

400 East Avenue E

323-4270

Enrollment: 387

PRINCIPAL: Joyce Hinman

SECRETARY: Sheri Keaveney

CUSTODIAN: Kurt Grensteinner

STARTING TIME OF DAY: Grades K-6 8:35

NOON LUNCH SCHEDULE: 11:30 - 12:40 Staggered Lunches

ENDING TIME OF DAY: Grades K-6 3:05

SPECIAL PARKING INFORMATION: On-street parking

OTHER IMPORTANT INFORMATION: Subs should check at in office upon arrival.  
They should arrive at school no later than 8:15 a.m. and stay until 4:00 p.m.  
Follow teacher instructions.

**HORIZON MIDDLE SCHOOL**

500 Ash Coulee Drive

323-4550

Enrollment: 909

PRINCIPAL: Sherry Heaton

SECRETARY: Mary Felchle

CUSTODIAN: Les Emter

STARTING TIME OF DAY: 8:10

NOON LUNCH SCHEDULE: Grades 7,8 10:51-11:21, 11:21-11:51  
Grades 8,9 11:44-12:14  
Grade 9 12:14-12:44

ENDING TIME OF DAY: 3:23

SPECIAL PARKING INFORMATION: On-street parking

OTHER IMPORTANT INFORMATION: Subs should check in at office upon arrival.



**SIMLE MIDDLE SCHOOL**

1215 North 19<sup>th</sup> Street

323-4600

Enrollment: 847

PRINCIPAL: Russ Riehl

SECRETARY: Kathy Reinhardt

CUSTODIAN: Carson Fleck

STARTING TIME OF DAY: 8:10

NOON LUNCH SCHEDULE: Grade 7 11:34-12:04 Grade 8 12:00-12:30  
Grade 9 12:25-12:55

ENDING TIME OF DAY: 3:20

SPECIAL PARKING INFORMATION: On-street parking

**WACHTER MIDDLE SCHOOL**

1107 South 7<sup>th</sup> Street

323-4650

Enrollment: 820

PRINCIPAL: Brian Beehler

SECRETARY: Kristie Knopp

CUSTODIAN: Marvin Bauer

STARTING TIME OF DAY: 8:10

NOON LUNCH SCHEDULE: Grade 8 11:21-11:51 Grade 7 11:48-12:18  
Grade 9 12:14-12:44

ENDING TIME OF DAY: 3:20

SPECIAL PARKING INFORMATION: Use parking lot in back of school

OTHER IMPORTANT INFORMATION: Subs should check in at the office upon arrival

**BISMARCK HIGH SCHOOL**

800 North 8<sup>th</sup> Street

323-4800

Enrollment: 1226

PRINCIPAL: Ken Erickson

SECRETARY: Tracey Reinbold

CUSTODIAN: Gary Strom

STARTING TIME OF DAY: 8:25

NOON LUNCH SCHEDULE: 11:22-11:52 12:16-12:46

ENDING TIME OF DAY: 3:28

SPECIAL PARKING INFORMATION: Use teacher's assigned parking space. A map will be provided from building office.

OTHER IMPORTANT INFORMATION: Refer to sub packet in classroom

**CENTURY HIGH SCHOOL**

1000 Century Avenue

323-4900

Enrollment: 1135

PRINCIPAL: Steve Madler

SECRETARY: Paulette Kerzman

CUSTODIAN: Greg Hochhalter

STARTING TIME OF DAY: 8:25

NOON LUNCH SCHEDULE: 11:22-11:52 12:16-12:46

ENDING TIME OF DAY: 3:28

SPECIAL PARKING INFORMATION: Use teacher's assigned parking space in northeast staff parking lot.

OTHER IMPORTANT INFORMATION: Subs should check in at office upon arrival

**SOUTH CENTRAL HIGH SCHOOL**

806 North Washington

323-4520

Enrollment: 65

PRINCIPAL: Keith Bjornson

SECRETARY: Cathie Thill

CUSTODIAN: Dale Fleck

STARTING TIME OF DAY: 8:40

NOON LUNCH SCHEDULE: 11:30-12:15

ENDING TIME OF DAY: 3:05

SPECIAL PARKING INFORMATION: Parking is the west side of the building.

**VOCATIONAL CENTER**

1500 Edwards Avenue

224-5433

Enrollment:

DIRECTOR: Dale Hoerauf

SECRETARY: Connie Grause

CUSTODIAN: Greg Achtenberg

STARTING TIME OF DAY: 7:30

NOON LUNCH SCHEDULE: 11:00-12:00

ENDING TIME OF DAY: 1:30

SPECIAL PARKING INFORMATION: Use parking lot behind Vocational Center building.

**CAREER ACADEMY**

1221 College Drive

323-4340

Enrollment:

DIRECTOR: Dale Hoerauf

SECRETARY: Connie Grause

CUSTODIAN: Ron Schumacher

STARTING TIME OF DAY: 7:30

NOON LUNCH SCHEDULE Varies by teacher

ENDING TIME OF DAY: 3:30

SPECIAL PARKING INFORMATION: Use parking lot on the west side of the building or the east side of the Tech Center across the street.

## HELPFUL HINTS

1. Be an informed substitute teacher; know the school rules.
2. Write directions on the board; this will be a great help in the orderly beginning of the day's work.
3. Take firm control of the class from the beginning. Physical punishment, sarcasm, ridicule, or hasty decisions are not acceptable as a means of pupil control.
4. Use positive rather than negative requests and suggestions.
5. Expect respect and cooperation; be respectful of student opinions.
6. Have a positive, enthusiastic attitude toward the assignment.
7. Fairness and careful follow-through are invaluable in maintaining good classroom order.
8. Physical conditions in a room may affect the behavior of pupils. Watch ventilation, temperature, and light. Keep the room neat and orderly. Supervise pupils as they enter and leave the classroom. Stand at the door and meet them in a friendly manner. (Smile!)
9. Be organized! ! !
10. Be innovative and flexible. Have alternative plans in case the lesson plan fails. Be prepared with a "bag of tricks". Be more than a "babysitter".
11. Immediately establish your behavior expectations.
12. Contact parents if there is a need.
13. Ask extremely noisy students to stand. This causes a degree of uncertainty which helps with control.
14. Whenever possible avoid an open clash with the student(s). Kindness and sympathy, lined with firmness is a far better way of maintaining class control.
15. Ask disruptive students to step outside the door so you can talk to them. This has a quieting effect on the other students.
16. Be calm. This is particularly true when working with intermediate/middle school students. If you do lose your temper, calm down as soon as possible.

17. Keep the students busy.
18. Change disruptive students' desks.
19. Class morale can be kept high with praise from the teacher.
20. Walk around the room. Stand next to the noisy person or group.
21. Model the behavior you want from the students.
22. Try to talk to each of the students on a personal level. This is very important if you are going to be at the school on several occasions.
23. Be sure to have a current seating chart for the classes. Call the students by name.
24. Ask questions of other teachers and the school administration.
25. Carry 35 copies of a back-up lesson. (Don't let the students write on the sheets, collect them at the end of the period.)
26. When an obvious classroom procedure has been established with which the students are familiar, work with it. Do not try to impose an entirely new system for one or two days.
27. When you sense that students are willing to be helpful in terms of clarifying procedures, use them.
28. Carry a book of "sponges". Bring interesting articles to read to the students. Prepare a listening exercise for each article. Alert students that there will be questions, or program them to listen for answers to questions already posed. Can be used to calm students or to fill gaps in the lesson plan.
29. Check with the school in advance about parking.
30. Your success in the room depends on being visible, circulating, and being attuned to attitudes and atmosphere of the class.
31. Make sure students turn in all work. Count papers, count heads.

## **CLASSROOM MANAGEMENT**

### **OPEN COMMUNICATION:**

Teaching is communicating. Perhaps the single most important factor in establishing a positive learning climate is developing clear and open communication between the teacher and the students. Honest misunderstanding rather than willful disregard is often at the root of behavior and learning problems. Improving the effectiveness of communication between the teacher and the students can prevent discipline problems and at the same time foster cooperation and learning in the classroom.

It is obvious that messages from the teacher to students are best understood when they are well organized and expressed in terms with which the students are familiar. Beyond this, however, there are two things which teachers can do which promote communication. First, the teacher can voluntarily share personal broader frame of reference for understanding messages. Second, the teacher can elicit feedback from students in order to check on how well messages have been understood.

### **VOLUNTARY SHARING OF PERSONAL INFORMATION:**

When the student knows little or nothing about his/her teacher in human terms, a simple message or direction may seem abstract and impersonal. But when teachers voluntarily share personal information about themselves, their thoughts, feelings, past experiences, interests, hobbies, and so on, this background information gives students a context within which to place specific messages and directions. The messages and directions become more understandable and take on personal meaning because they can be seen as the expressions of a whole human being.

Students often really know much less about their teachers than we think they do. Young students are often surprised to find that their teacher has a mother or father, and many youngsters think their teachers live at the school. Even older students are sometimes taken aback to see their teachers in a grocery store, wearing jeans, or playing tennis. When the teacher allows students to see him/herself as a whole human being, rather than only in his/her narrow role as teacher, this engenders empathy, support and willingness on the part of students.

### **ELICITING STUDENT FEEDBACK:**

There is a direct correlation between the teacher's sharing of personal information about him/herself and his/her ability to elicit feedback from

students. Although the process is generally not a conscious one, when students feel that their teacher is being open and honest with them, they are inclined to be open and honest in return. The personal insights which the teacher has given them about him/herself help them to feel less threatened about sharing information which they feel may be personally meaningful to the teacher. Because they can understand the teacher in the larger, human context, students are both more able and more willing to give useful feedback.

#### DISCIPLINE GUIDELINES:

1. Be firm, fair and consistent.
2. Provide positive reinforcement when something is done well.
3. Isolate misbehaving students within rather than outside of the regular classroom.
4. Avoid group punishments, threats, verbal or physical abuse, exclusion from special programs, extra homework and repetitive writing assignments, sending misbehaving students to the secretary and exclusion from noon lunch.
5. Never leave the classroom unsupervised!
6. Keep your personal belongings in a safe place. We are not responsible for the loss of personal items. Feel free to leave valuables in the school vault.

Should situations in the classroom arise which are difficult for you to handle, contact the building principal or director immediately. As much as possible, however, attempt to handle most situations yourself. Classroom control is necessary. Set up reasonable standards and stick to them.

Substitute teachers may be confronted with instances whereby someone not directly associated with school seeks information about a student or may even attempt to take the child from the room.

DO NOT TURN OVER INFORMATION TO ANY STUDENTS THEMSELVES.  
IMMEDIATELY CONTACT THE PRINCIPAL OR DIRECTOR.



## CLASSROOM MANAGEMENT

### SUBSTITUTE TEACHER QUALITIES

1. Be a teacher – not a study hall keeper.
2. Be straight forward. Let the students know you have lesson plans and that you have the responsibility to follow these plans.
3. Be respectful of your students.....they need patience, consistency, good judgment, and a sense of humor.
4. Be genuinely interested and concerned for the students.
5. Be friendly (but firm), enthusiastic and open-minded.
6. Be active and energetic in the classroom.
7. Be poised and calm in all situations.
8. Be assertive – do not hesitate to step in and take charge of your assigned class or student situations in the room or in the halls.
9. Be self confident as you go into the classroom.
10. Be professional and ethical at all times in attitude and relationship with pupils, staff members and parents. Remember that all pupils personnel records are confidential.
11. Be adequately prepared and on time for your assignment.

### WORKING WITH THE STUDENTS:

1. Welcome the students at the classroom door when they arrive.
2. Try to learn each student's name.
3. Start class immediately with the assigned work.
4. Keep activities moving. Make the students feel cheerful and successful. Encourage students to work together when this will generate success.
5. Be sensitive to the mood of the class if a special situation arises.

6. Be positive and reassuring in your approach when working with the students.
7. Be enthusiastic – students mirror your attitude.
8. Involve students who are not interested. Try to find ways to motivate them. Should a student refuse to become involved, don't force the issue. Let him/her quietly observe.
9. Go to the students when they need help. This avoids confusion and needless commotion.
10. Encourage student direction. Enlist student advice in a structured way.
11. Be flexible. Teaching demands flexibility. Substitute teaching demands flexibility plus.
12. Use lesson plans plus. Have a game or activity in mind to make the day special.
13. Minimize time spent on procedural matters.
14. Provide feedback to students about their work.

## PRIMARY SPONGES

### BEGINNING

1. Be ready to tell one playground rule.
2. Be ready to tell me the names of the children in our class that begin with J or M, etc.
3. Be ready to draw something that is only drawn with circles.
4. Be ready to tell a good health habit.
5. Have a color word on the board. Have children draw something that color.
6. Flash fingers – children tell how many fingers.
7. Say numbers, days of the week, months – have children tell what comes next.
8. “I went to the sporting goods store and I bought...” each child names an item.
9. What number comes between these two numbers: 31-33, 45-47, etc.
10. What number comes before/after 46, 52, 13, etc.
11. Have a word written on the board. Children make a list of words that rhyme.
12. Have a word written on the board. Children list words with the same long or short vowel sound.
13. Put spelling words in alphabetical order.
14. Count to 100 by 2’s, 5’s, 10’s, etc. either oral or written.
15. Use T squares to drill math fundamentals.
16. Think of animals that live on a farm, in the jungle, the water.
17. Give names of fruits, vegetables, meats, etc.
18. Play hangman using the names of the children in the class or colors or numbers.
19. Play Simon Says.....
20. List things you can touch, things you can smell, big things, small things, etc.
21. List the colors you are wearing
22. Use clapping games, finger plays.

### DISMISSAL

1. “I spy”. Who can find something in the room that starts with M, P, etc.
2. Who can find something in the room that has the sound of short a, long a, etc.
3. Number rows or tables. Teacher signals number of table with fingers, children leave accordingly.

4. Those children who have all crayons put away may leave now, etc.
5. Those with freckles may leave, buckled shoes, new front teeth.
6. Count in order by 2's, 5's, etc.
7. Say the days of the week, the months of the year.
8. What day is it, what month is it, what is the date, what is the year, how many months in a year, days in a week, etc.?
9. Reward activity: "We have had a good day! Who helped it be a good day for all of us? Betty, you brought flowers to brighten the room. You may leave. John, you remembered to rinse your hands, good for you. You may leave. Ellen showed us that she could be quiet coming into the room today. You may leave, Ellen. Bob remembered his library book all by himself. Dawn walked all the way to the playground – she remembered our safety rules. Lori brought things to share with us, etc., etc. Some students can be grouped together for good deeds to speed things up. Teacher can finish, "You're all learning to be very thoughtful. I'm proud of all of you and you should be very proud of yourselves."
10. Use flash cards. A first correct answer earns dismissal.
11. To review the four basic shapes, each child names an object in the room either in the shapes of a triangle, circle, square, etc.
12. Say a word that begins or ends with certain consonants, blends.
13. Dismiss by color of eyes, color of clothing, type or color of shoes, month of birthday, season of birthday, beginning letter of first name or last name.
14. Name an object that begins with B, C, etc. Pretend you are this object as you leave.
15. What will we remember for tomorrow?

### **UPPER GRADE SPONGES**

1. List the continents of the world.
2. Make up three names for rock groups.
3. Name as many kinds of windstorms as you can.
4. Take a number. Write it. Now make a face out of it.
5. Name as many gems or precious stones as you can.
6. Write the names of all the girls in the class.
7. Name as many teachers at this school as you can.
8. List as many states as you can.
9. Write: (a) an abbreviation, (b) a Roman numeral, (c) a trademark, (d) a proper name, (e) a proper name – geographical.
10. How many countries and their capitals can you name?
11. How many baseball teams can you name?
12. Write down as many cartoon characters as you can.
13. List as many kinds of flowers as you can.
14. Turn to your neighbor. One of you tell the other about an interesting experience you have had. The listener must be prepared to retell the story

to the class.

15. List all the things in your living room.
16. Write what you would do if you saw an elephant in your yard.
17. Name as many kinds of ice cream as you can.
18. List five parts of the body above the neck that have three letters.
19. List one manufactured item for each letter of the alphabet.
20. List as many nouns in the room as you can.
21. List the mountain ranges of the U.S.
22. Write the twelve months of the year correctly. Stand up when you are finished.
23. Make a list of five things you do after school.
24. List one proper noun for each letter of the alphabet.
25. Write one kind of food beginning with each letter of the alphabet.
26. Name as many holidays as you can.
27. How far can you count and write down by 6's?
28. Name as many balls as you can that are used in sports games.
29. List as many U.S. presidents as you can.
30. List all the work tools you can think of.
31. List as many models of cars as you can.
32. Name all the colors you know.
33. How many parts of an auto can you list?
34. How many animals can you list that begin with vowels?
35. List as many kinds of trees as you can.
36. Name as many countries of the world as you can.
37. List as many personal pronouns as you can.
38. List as many kinds of transportation as you can.
39. How many different languages can you name?
40. Write as many homonyms as you can (i.e. past-passed).
41. You have five children. Make up their five names.
42. Name as many things as you can that are made of cloth.
43. Name as many things as you can that you can wear on your head.
44. Name as many movie stars as you can (not T.V.).
45. List all the musical instruments that begin with "t".
46. Name as many T.V. game shows as you can.
47. Name as many politicians as you can.
48. Name as many breeds of dogs as you can.
49. Write the days of the week correctly in order. Stand up when you are finished.
50. List all the kinds of sandwiches that you can.
51. Scramble five spelling words, trade with someone, unscramble them.
52. List as many things as you can that make people the same.
53. List as many kinds of soup as you can.
54. List all the places you find sand.
55. List as many breakfast cereals as you can.

