



**WETASKIWIN REGIONAL PUBLIC SCHOOLS**



**Substitute  
Teacher  
Handbook**

**Pipestone  
School**

# TABLE OF CONTENTS

## **I DIVISION INFORMATION**

- A. Acknowledgements
- B. Responsibilities of a substitute teacher
- C. Application Process
- D. Administration information and Procedures
- E. Occupational, Health, and Safety
- F. Division Map
- G. Division Contacts

## **II SCHOOL INFORMATION**

- A. School Programs
- B. School Location / Directions
- C. Contact Information and Booking Procedures
- D. Parking and Checking In
- E. Keys
- F. School Floor Plan
- G. Bell Schedule(s)
- H. In-School Communication
- I. Attendance Policy and Procedures
- J. School Rules and Discipline Procedures
- K. Supervision Schedule
- L. School Lunch Routines
- M. Noon Hour Activities
- N. Computer Access, AV Equipment and other Technology
- O. School Emergency Plan / First Aid
- P. Substitute Mailbox and Bulletin Board
- Q. Routines for Collecting Forms and Money
- R. Monthly School Newsletter with Calendar

## **III TEACHERS' CLASSROOM INFORMATION**

- A. Class Lists/Routines and Seating Plans
- B. Emergency Lesson Plan Location
- C. Classroom Routines
- D. Classroom Rules and Discipline Procedures
- E. Supervision Information
- F. Information on Classroom Technology

# DIVISION INFORMATION

## A. Acknowledgements

This manual was developed by a committee working under the direction of the Associate Superintendent: Instruction. Mr. Risto acknowledges the following committee members for their significant contributions in the development of this document.

Brigid Bishop, substitute teacher

Rose Briand, substitute teacher

Stacey Fiveland, Teacher Falun School

Wallace Porter, Principal Falun School

Lynn Hestbak, Principal Early Education and Family Wellness Centre

Wendy Crabtree, Information Liaison

## B. 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 special education students in the class who leave the classroom.
  - D. the location of any special materials or equipment needed
  - E. any keys required
  - F. the supervision schedule (NOTE: Substitutes are expected to assume the supervisory activities of the teacher being replaced, 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 Questionnaire – available at Division Office or from the website or by calling Kelly Batten at 780-352-6018.
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 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: Instruction removes them. In the event that they have been removed from the list by the Associate Superintendent: Instruction they will be notified in writing by the Associate Superintendent: Instruction

## 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 and is made available to all teachers, school admin and school admin assistants through an online software program. 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.

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.

An attempt should be made to place substitute teachers in their specific teaching field however, this is not always possible. 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. In December time sheets received by December 10<sup>th</sup> will be paid as per the Collective Agreement (10.3). Time sheets received after December 10<sup>th</sup> will be paid on the 27<sup>th</sup> of December.

B. Claims are processed and payment is issued on the 27<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. All efforts will be made to cancel a substitute teacher at least twenty four hours before duty. However, as per the collective agreement, substitute teachers who have not received notice of cancellation at least twelve hours prior to reporting for duty, will provide 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:  
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 which will 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.

## E. Occupational Health and Safety

The principal or designate will provide information to substitute teachers regarding hazards or controls that they need to be aware of to ensure their safety while working at the school.

Substitute teachers can contact the school Health and Safety Leader or the Division's Health and Safety Coordinator should there be any questions or concerns.

## F. Contacts

### Pipestone School

780.387.4395  
Renee Harris, Administrative Assistant

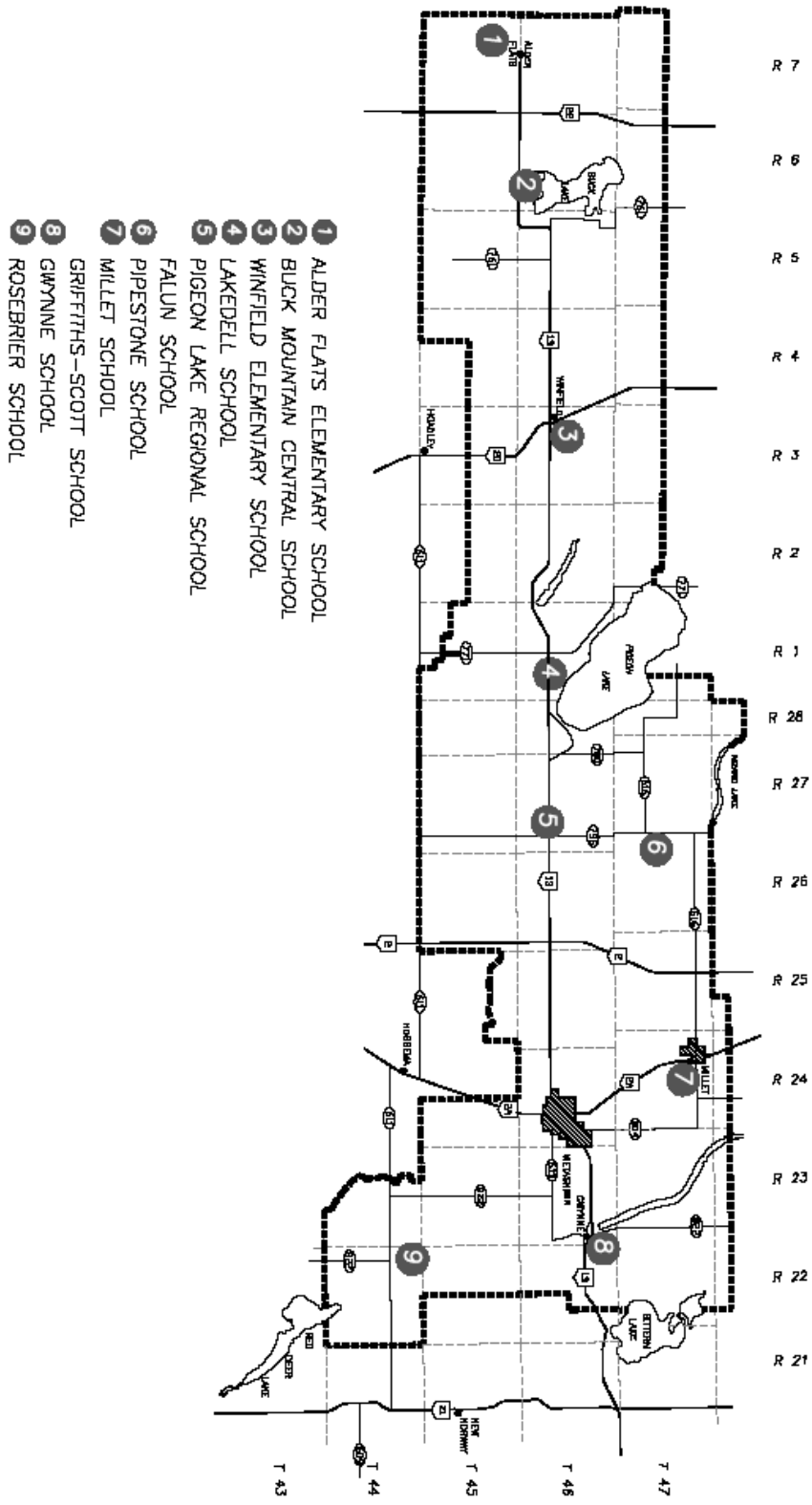
Kevin Gibson, Principal  
780.312.3127  
[kevin.gibson@wrps11.ca](mailto:kevin.gibson@wrps11.ca)

**Website**  
**School Email**

[www.pipestoneschool.ca](http://www.pipestoneschool.ca)  
[ps@wrps11.ca](mailto:ps@wrps11.ca)

**G. Division Maps**

**WETASKIWIN REGIONAL DIVISION NO. 11  
SCHOOL LOCATIONS**



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





# SCHOOL INFORMATION

## A. School Programs

Pipestone School offers programs from kindergarten through Grade six for approximately 90 students. Our ECS program is a full day program that operates Tuesday and Thursday from September to December and then with some Fridays from December to June.

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 regular education teacher 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

**Despite what our address suggests, we are not located in Millet.**

Travelling from the North (Edmonton): Drive south on QEII. Take exit #497. Go west (right) toward Mulhurst at this exit. You are now on Secondary Highway 616. Continue west to the T intersection. Turn south (left). You are now on Secondary Highway 795. Continue south until you see the Pipestone School sign. Turn east (left) at the Pipestone Cafe. We are just down this road on the north (left) side.

Travelling from the South (Red Deer): Drive north on QEII. Take exit # 482B. This is the Winfield/Mameo Beach exit. You are now driving west on Highway 13. Continue west until you come to the junction of Secondary Highway 795. Turn north (right) at this intersection. Continue north until you see the Pipestone School sign. Turn east (right) at the Pipestone Cafe. We are just down this road on the north (left) side.

Google Map to Pipestone

<https://maps.google.ca/maps?f=q&source=embed&hl=en&geocode=&q=Pipestone&ll=53.062763,-113.592898&spn=0.299572,0.889893&ie=UTF8&ll=53.097323,-113.748322&spn=0.197905,0.439453&z=11&iwloc=A>

## C. Contact Information and Booking Procedures

1. 780.387.4395 Phone
2. Kevin Gibson, Principal; Renee Harris, Administrative Assistant
3. Main Booking Contact – Renee Harris
4. If a substitute teacher has to cancel a booking, it is the substitute teacher's responsibility to call the school to cancel a booking as soon as possible.

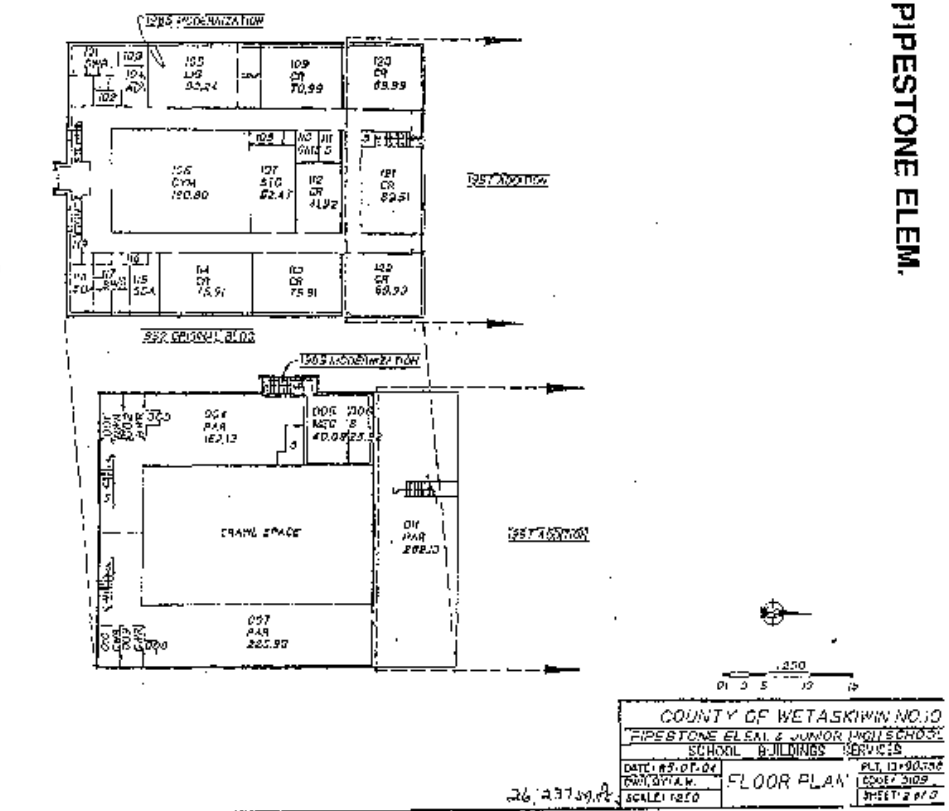
## D. Parking and Checking In

1. Parking along the east side of the school is first come, first served
2. Plug-ins available in winter
3. Substitute teachers should arrive by 8:10, students arrive at 8:23
4. Use front, south doors
5. Report to main office upon arrival
6. Timesheets signed by Administrative Assistant or Principal
7. Substitutes keep their personal belongings in the staffroom closet. No lockers available.
8. Substitutes must bring lunch as no canteen or restaurant services available
9. Coffee / tea available in the staffroom free of charge.

## E. Keys

Keys will be made available for the day at the office. Please ensure to return at day's end.

## F. School Floor Plan



## G. Bell Schedule

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
	8:23-8:28	Student Arrival				
	8:28-8:30	ANNOUNCEMENTS / O' CANADA / LORD'S PRAYER				
1	Brain Gym 8:30-9:15					
2	9:15-9:55 Snack 9:55-10:00					
	10:00-10:20	RECESS				
3	10:20-11:00					
4	11:00-11:40					
	11:40-11:55	LUNCH				
	11:55-12:25	RECESS				
	12:25-12:35	D.E.A.R. (Drop Everything and Read)				
5	12:35-1:15					
6	1:15-1:55					
	1:55-2:10	RECESS				
7	Snack 2:10-2:15 2:15-2:55					
8	2:55-3:35					
	3:40	DISMISSAL				

## H. In-School Communication

1. Telephone in each classroom. Intercom numbers are located beside each handset. Main office, pick up and dial 21.
2. PA system, Morning announcements made daily at 8:30. O Canada is played over the P.A. system. If there is a glitch, the teacher leads the class in O Canada. Each classroom recites the Lord's Prayer.

## I. Attendance Policy and Procedures

1. Please leave a note for the teacher and alert the office by the end of the day if students are away for the day or half day.
2. A student is considered "late" if they have come to school after 10:00 AM.

## J. School Rules and Outside Supervision Guidelines

Guiding Beliefs of School Conduct:  
I WILL BE SAFE AND KEEP HANDS OFF.  
I WILL BE RESPECTFUL TO MYSELF AND OTHERS.  
I WILL USE POSITIVE LANGUAGE.

### Lunch and/or Snack Time:

- Students should be seated when they're eating.
- An appropriate noise level should be maintained.
- Students must ask to leave the classroom for drinks or the washroom.
- Students will go one at a time when leaving the classroom.
- 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. Please discourage the behaviour and if it continues please let any teacher or the principal know when recess is over.

Any student informing you of a head injury must go to the office immediately. WRPS has a concussion procedure and protocol that is to be followed. Use your own judgement if students notify you of any other type of injury.

- We do not allow student to play games with pretend guns or simulated violence of any kind.
- Students must stay away from the following areas
  - o the trees along the fence line on the north end of the field
  - o behind or around the skating shack or rink
  - o parking lot
  - o behind the north-east back stop

## K. Supervision Schedule

Please see your sub plans, the admin assistant or the principal for information on your lunchroom/outdoor supervision duties.

## L. School Lunch Routines

1. Teachers remain in the classroom during lunch eating time to supervise the students.
2. Students in grades 3-6 are able to use the microwaves in the classroom or in the hallway to warm up their lunches for a maximum of one minute. If students require additional time, they are to go to the back of the microwave line to continue heating up their lunch.
3. Emergency lunches available for students who do not have a lunch. Send the student to the office where a staff member will get lunch for the student.

## **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 their classroom, 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, Chromebook and teachers computers you will need to use guest Login. To get the guest log in, please see one of: 1) the teacher's sub notes, 2) admin assistant or principal, 3) a Pipestone staff member.
2. Printer (photocopier) in the staffroom does NOT require a password. Our admin assistant is the main contact person for assistance with the printer but any staff member will be pleased to help.

## **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 are listed by the entrances and in the workroom above the photocopier.
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 made and if you are supervising you will be asked to give your information in written form.
7. Students complaining of illness can be sent to the office at the teacher's discretion. Phone the office (#21) 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.
9. Lice are not usually an issue at Pipestone School. However, should you see evidence or suspect a student of having lice, please contact the office discreetly and immediately.

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

(Generally maintained by school's ATA Rep)

The ATA rep for the school is Wendy Maltais. Information for substitutes can be found on the bulletin boards or contact Wendy 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.pipestoneschool.ca](http://www.pipestoneschool.ca)