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# **NORTHWEST PUBLIC SCHOOLS**

1R Cedar Hollow St. Libory Northwest High School

## **Substitute Teacher**

### **Handbook**

**2020 / 2021**

This handbook is designed to provide substitute teachers with guidelines to assist them in providing a positive experience for those students they work with. Please check with individual schools in the district to see if they have additional expectations.

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## **NORTHWEST PUBLIC SCHOOLS MISSION**

Northwest Public Schools, A Culture of Excellence  
An exceptional community of learners committed to continuous growth.

## **NORTHWEST PUBLIC SCHOOLS BELIEF STATEMENTS**

We believe in modeling and teaching the qualities of good character.

We believe student learning is the chief priority and the primary focus of all school-based decisions.

We believe that raising student achievement requires a collaborative effort.

We believe that we need to teach problem solving skills necessary for students to become independent, productive, responsible citizens.

We believe curriculum, differentiated instruction, and assessment should meet the needs of all learners.

We believe lifelong learning is a process shared by students, teachers, administrators, parents and community.

We believe in helping students discover their aptitudes and talents as they work towards maximizing potential.

We believe every individual has the right to a safe, secure, and positive educational environment.

We believe students learn best when engaged, challenged, and respected.

### **2020/2021 Northwest School Board**

Dan Leiser  
Zach Mader  
Robin Schutt  
Karl Quandt  
Bret Mader  
Mike Shafer  
Becky Rosenlund

President  
Vice-President  
Secretary  
Treasurer  
Member  
Member  
Advisory Member

## 2020/2021 Northwest District Staff

### District Office

Jeff Edwards	Superintendent	308-385-6398 jedwards@ginorthwest.org
Sharon Placke	Business Manager	splacke@ginorthwest.org
Kim Gibson	District Office Secretary	kgibson@ginorthwest.org
Barb Huls	District Office Secretary	bhuls@ginorthwest.org
Jeanette Ramsey	Curr/Instruction/Assessment Director	jramsey@ginorthwest.org
Stacey Pawling	Data Manager	spawling@ginorthwest.org

### Principals

Tim Krupicka	Principal, High School	385-6389 tkrupicka@ginorthwest.org
Paul (PJ) Smith	Assistant Principal, High School	psmith@ginorthwest.org
Marty Moser	Freshman Academy Director	mmoser@ginorthwest.org
Mike Herzberg	Principal, St. Libory	mherzberg@ginorthwest.org
Steve Retzlaff	Principal, 1-R	sretzlaff@ginorthwest.org
Scott Mazour	Principal, Cedar Hollow	smazour@ginorthwest.org

### Activity Office

Matt Fritsche	Activities Director	385-6387 mfritsche@ginorthwest.org
Ann Beckmann	Activities Director's Secretary	abeckmann@ginorthwest.org

### Counseling and Guidance

Andrew Manhart	Guidance Counselor	385-6394 amanhart@ginorthwest.org
Lori Merritt	Guidance Counselor	lmerritt@ginorthwest.org
Deb Boroff	Guidance Counselor	dboroff@ginorthwest.org
Laura Erickson	Guidance Counselor	lerickson@ginorthwest.org

### Support Services

Heather Callihan	Technology Integrationist	385-6394 hcallihan@ginorthwest.org
Brian Gibson	Technology Coordinator	bgibson@ginorthwest.org
Scott Potter	Technology Support	spotter@ginorthwest.org
Katrina Rother	Library & Media	krother@ginorthwest.org
Tammy Kuhl	School Nurse	tkuhl@ginorthwest.org
Brooke Bowen	School Nurse	<a href="mailto:bbowen@ginorthwest.org">bbowen@ginorthwest.org</a>
Nadia McCann	School Nurse	nmccann@ginorthwest.org
Mike Fitzgerald	Head of Maintenance	mfitz@ginorthwest.org
Robin Wright	Food Service Manager	rwright@ginorthwest.org

**Substitutes are vital members of our professional team and offer an important contribution to the educational program in the classroom. Because instruction must continue, regardless of the regular teacher's absence, the services of dependable and well-prepared substitutes are essential.**

# NORTHWEST PUBLIC SCHOOLS 2020-21 District Calendar

## AUGUST

- 4-6 New Staff Inservice
- 10-12 Staff Inservice
- 13 1st Day of School  
K-8 Noon Dismissal

13/16

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## SEPTEMBER

- 7 No School Labor Day
- 23-24 PT Conferences  
PK-8 Noon Dismissal  
High School 12:39 Dismissal
- 25 No School

20/21

## OCTOBER

- 7 K-12 Noon Dismissal
- 13 End of 1st Quarter  
K-8 Noon Dismissal
- 16 No School

25/21

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## NOVEMBER

- 5 K-12 Noon Dismissal
- 6 No School
- 25 K-12 Noon Dismissal
- 25-27 No School - Thanksgiving

18/17.5

## DECEMBER

- 22 End of 2nd Quarter  
K-12 Noon Dismissal
- 23-31 No School Winter Break

16/15.5

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JANUARY

- 1 No School Winter Break
- 4 No School Staff Inservice
- 5 Second Semester Begins
- 25 No School Staff Inservice

18/20

## FEBRUARY

- 10 PT Conferences 9-12  
12:39 Dismissal
- 10-11 PT Conferences K-8  
Noon Dismissal
- 12 No School
- 24 K-12 Noon Dismissal

19/20

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## MARCH

- 5 No School
- 10 End of 3rd Quarter  
K-8 Noon Dismissal
- 11-12 No School

20/20

## APRIL

- 2 No School
- 5 No School
- 22 High School 12:39 Dismissal
- 26 District Inservice  
K-12 Noon Dismissal

20/20

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## MAY

- 14 High School Noon Dismissal
- 16 Commencement 2:00
- 19 Last Day of School  
K-12 Noon Dismissal
- 20 Staff Inservice

13/14

## JUNE

- 25-30 Moretorium

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JULY

- 1-4 Moretorium

School Hours	
Grades K-8	
Monday - Friday	8:00 a.m. - 3:15 p.m.
Wednesday	8:00 a.m. - 2:00 p.m.
High School	
Monday - Friday	8:10 a.m. - 3:35 p.m.
Wednesday	8:10 a.m. - 2:23 p.m.



Contact Information	
District Office	308-383-6396
Cedar Hollow	308-383-6306
LN School	308-383-6352
St Libory	308-687-6475
Northwest High School	308-383-6394

## **CERTIFICATION FOR SUBSTITUTES**

Anyone who holds a regular teaching certificate or regular administrative and supervisory certificate is licensed to serve as a substitute teacher. Nebraska also issues two types of substitute teaching certificates.

1. A five year substitute teaching certificate is available which can be issued to persons who have previously held a regular teaching or administrative certificate. This type of certificate is valid for unlimited days of substitute teaching.

2. A local substitute teaching certificate is available which is valid for three years and for only ninety days of substitute teaching per year. The issuance of this type of certificate is based on a specific minimal level of college preparation and requires a request from the employing school system.

**In order to be a substitute in the Northwest School District you must have all necessary paperwork on file in the District office. The contact number is 308-385-6398. For more information please visit the following site <http://www.ginorthwest.org>.**

## School Locations / Addresses and Driving Directions

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### **Northwest High School / 308-385-6394**

Tim Krupicka, Principal  
2710 N. North Road, Grand Island, NE 68803  
Natalie Nielsent, Building Secretary  
Stacy Pawling, Data Manager

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### **Cedar Hollow School / 308-385-6306**

Scott Mazour, Principal  
4900 S Engleman Rd, Grand Island, NE 68803  
Laura Ostdiek, Building Secretary

From Grand Island, travel on Hwy 281 south to Hwy. 34. Go west on Hwy 34 to Engleman Road. Once on Engleman Road go south about 3 miles. The school is located on the west side of the road.

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### **St. Libory School - 308-687 6475**

Mike Herzberg, Principal  
435 St. Paul Road, St. Libory, NE  
Amber Kuck, Building Secretary

Head North out of Grand Island on Hwy 281. Go past St. Libory and turn right (east) on 4th Road. Go about 200 yards and turn left on St. Paul Road. The school is located on the west side of the road.

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### **1-R School / 308-385-6352**

Steve Retzlaff, Principal  
3301 W One-R Rd  
Becky Bachle, Building Secretary

Head North out of Grand Island on Hwy 281. Go to One R road and turn left (west). Drive west about one mile. The school is located on the corner of Webb Road and One R Road.

## **DAILY BELL SCHEDULES at NORTHWEST**

### **Monday, Tuesday, Thursday and Friday Schedule**

The school day for students is 8:10 a.m to 3:36 pm.

The teacher's work day runs from 7:45 a.m. to 3:45 p.m.

Substitute teachers are expected to be there the very same hours.

### **Wednesday Schedule**

The school day for students is 8:10 a.m to 2:23 p.m.

The teacher's work day runs from 7:45 a.m. to 3:45 p.m.

Substitute teachers are expected to be there through 2:30 p.m.

## **DAILY BELL SCHEDULES at ALL OTHER SCHOOLS**

**Cedar Hollow / St. Libory / 1-R**

### **Monday, Tuesday, Thursday and Friday Schedule**

The school day for students is 8:00 a.m to 3:15 pm.

The teacher's work day runs from 7:45 a.m. to 3:45 p.m.

Substitute teachers are expected to be there the very same hours.

### **Wednesday Schedule**

The school day for students is 8:00 a.m to 2:00 p.m.

The teacher's work day runs from 7:45 a.m. to 3:45 p.m.

Substitute teachers are expected to be there through 2:30 p.m.

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## **ATTENDANCE**

One of the many regular duties of the full time teacher is the taking of student attendance. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken in every class and this information must be provided to the school attendance office following the procedures established at the school.

## **BADGES**

All Northwest Public Employees wear identification badges. Substitute teachers will receive a badge with their picture that must be worn at all times.

## **CAFETERIA PRICES**

Adult Prices - 3.90 for school lunch.

Extra Milk - .50 cents

If you will be eating school lunch, please include your meal in the daily lunch count.

## CLASSROOM MANAGEMENT

1. One of the most important factors in preventing problems, or minimizing their seriousness, is alertness. A teacher who stands while teaching will find that more learning results and that fewer problems arise. Moving about the room during supervised study time permits the teacher to give more help to the students, to be more aware of learning difficulties, and also to decrease the likelihood of misbehavior.
2. Never hesitate to call on a nearby teacher or the principal to help. It is better for you to handle your own problems, as much as possible, but when students do not cooperate it is better to let someone help you before there is extreme tension or "loss of cool". Avoid physically handling a student unless it is for someone's safety. If reason does not help a student control his actions, notify the building principal immediately.
3. When the misbehavior involves a few students the teacher should talk to the students individually. In private, the student does not have a peer audience to impress, and is therefore more likely to make the desired response.
4. The teacher should keep in mind that the purpose of corrective action is to improve behavior, not to get revenge. Therefore, the least severe action that will achieve the desired results should be utilized.
5. Correction should be private, impersonal and unemotional. When it is administered in anger it is difficult to use good judgment, and often causes the student to associate the action with the teacher's anger, rather than with his own offense. Disciplinary measures should never be a matter for argument between teacher and pupil. Once guilt has been clearly established, corrective action should be promptly determined and carried out. Care should be taken to avoid false accusations because they frequently have an adverse effect on student-teacher relations.
6. Do not touch a child, even in a caring manner, when you are angry or mad at the child. Sarcasm is NEVER appropriate to use.
7. Do not post anything on social media relating to the classroom or students.

***Students don't care how much you know until they know how much you CARE!***

## CLASSROOM RESPONSIBILITIES

When you arrive at the school, check in at the office. The principal or secretary will:

- Provide necessary instruction and a chromebook for the certified staff subs.
- Explain any unusual procedures for the day.
- Remain on call to help in cases of emergency or unforeseen problems.

Strategies to begin on a positive note:

- Report to the main office

- Locate the lesson plans and review the plans carefully.
- Assemble needed instructional materials (books, maps, papers, etc.)
- Review the duty schedule (lunch, recess or bus duty).
- Locate the seating chart (if applicable).
- Find the place where the teacher meets his/her students at the beginning of school.
- Be prompt in arriving and beginning class.
- Take attendance as appropriate with the building procedures.
- Follow the teacher's plan as closely as possible.
- Report immediately to the principal if an accident or problem occurs that is serious enough to need attention.
- Be understanding and considerate of your students. Students should not call you by your first name.
- Do not give students candy or any other food item.
- Turn off your cellular telephone. They are not to be on during instructional time

## **CONFIDENTIALITY**

Substitute teachers have a grave responsibility to treat with confidentiality most matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing school children assigned to them.

The legal basis for confidentiality comes from two federally enacted laws. The first is the Family Education Rights and Privacy Act (FERPA), which is also known as the Buckley Amendment. The second is the Individuals with Disabilities Education Act (IDEA) which was passed in 1992 and reauthorized in 1997 and 2004. Both of these federal laws apply to all schools.

Consider for all Conversations:

1. What is discussed?
2. Where does it take place?
3. Who is listening?
4. Why did the discussion take place?

Quick suggestions to remember:

1. Do not leave modification sheets lying visible on top of your desk.
2. Never open a gradebook where a parent can see the grades of other students.
3. Do not talk about a specific child/student where other children/students can hear the conversation.

## **COMPENSATION**

The long term substitute pay rate is 1/185 of the current base salary. The daily substitute rate will be 75% of the long term substitute pay. For example: 2020-21 Base Salary is \$35,700; the long term sub rate would be \$193; the daily sub pay rate would be \$145. In order to receive the long term sub pay you must work 10 consecutive days in the same assignment.

If you are scheduled to work on a day and school is closed you will not be paid. If school is dismissed once the school day begins, substitutes will be paid for a full day of work.

The pay cycle ends on the first Saturday of the month. Paychecks will be issued on the 15th of the month. If for some reason there is an issue with your subbing days, *please contact the building principal* where you worked during that month.

Long-term substitute teachers who are temporarily employed for more than 10 consecutive days do not have property rights to the position for which they are providing service. Long-term substitutes may be considered as a candidate for the position if the contracted employee is unable to return. However, in this event the long term substitute must meet all other hiring criteria as anyone else applying. ***If your address or contact information you have on file changes, please contact the Business Office immediately.***

To view your current or past pay stubs, you will need to login to SUI: <https://business2.ginorthwest.org/WebLinkSQL/Login.aspx>. Your user name is the First four letters of your last name and the first three letters of your first name. Your password is the last 4 digits of your social security number. Please make sure that popups are not blocked for this website.

## DRESS

Substitute teachers are expected to dress appropriately for work. Denim jeans are discouraged except on days designated 'jeans' days within each building. Please check with the building secretary if you have questions.

## EMERGENCY PROCEDURES

The Northwest School District wants you to have a positive and safe work experience. Please thoroughly review the following safety information before you begin working at our schools. Please ask the building principal about those upon arrival.

Where is...

- The classroom "Emergency Preparedness Plan?"
- The nearest exit?
- The intercom button?

If the fire alarm sounds...

Move students out of the building in an orderly fashion following the fire exit evacuation plan which should be posted near the door. Take the attendance book or list with you so that you can assure that all students are safe.

If a tornado warning is announced...

Move students in an orderly fashion to the shelter area as shown on the room exit plan. This movement could be into the hall, to a lower level, into a restroom, etc. Students should sit down with hands over their heads for protection. Take the attendance book or list with you so that you can assure that all students are safe.

## EMERGENCIES

Each school should have posted evacuation and shelter maps for fire and weather emergencies. You are advised to review this information prior to substituting in a school, and to

familiarize yourself with the building evacuation routes and sheltering areas at the start of each new building assignment.

## **EMERGENCY SCHOOL CLOSINGS**

It is the responsibility of the substitute teacher to listen to local news media regarding school closures. When weather related circumstances require school to be canceled, start late or dismiss early, announcements will be made on local radio and television stations.

## **ENDING THE DAY**

At the end of the day, leave a note regarding what you have accomplished on the teacher's desk, including comments on subjects and students. Be fair in your evaluation. All money that is collected for any purpose should be turned over to the school secretary at the end of the day, along with detailed information of the students who paid and the purpose of the payment.

## **HOMEWORK**

Do not assign homework unless the homework has been planned by the regular teacher. Substitutes who expect to be in an assignment a week or more may assign homework after discussing this with the teacher or administrator.

## **INFORMATIONAL WEBSITE**

The Northwest School District has a public web site that is located at: [www.ginorthwest.org](http://www.ginorthwest.org). The website has a wide variety of information available and in a 'user friendly' format. Please visit it throughout the year.

## **LESSON PLANS**

It is the responsibility of the full time teacher to provide sufficiently detailed lesson plans for the substitute to follow in their absence. If a teacher fails to provide lesson plans, the substitute should report this failure to the school administrator in a professional manner. The only time a teacher may fail to provide lesson plans is in case of an emergency. When this occurs, other teachers and staff are available to the substitute for assistance.

## **MEDICATION**

No medication, including aspirin, should be administered to students by a substitute teacher. When a student requires medication, the student will be referred to the health office/office so proper procedures can be followed.

## **ROUTINES**

The substitute will be provided with the following: lesson plans for each class, class rolls, specific procedures to be used with special needs students (when appropriate), pupil seating charts, and key, if necessary. Other schedules and routines may be posted in the classroom.

## **SUBSTITUTE/STUDENT RELATIONSHIPS**

Substitute teachers should exercise extreme caution and good judgment in verbal and physical relationships with students. Substitutes should establish a position of authority with the students; they may "be friendly" without "befriending" the students. Under no circumstances may a substitute teacher engage in a romantic relationship with a student, regardless of who initiates the relationship. Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal.

## **STUDENT SURVEYS/PERSONAL QUESTIONS**

The District prohibits teachers from conducting student surveys without prior approval by the principal and permission of the parents. Substitutes should never conduct student surveys for any purpose. Also, personal questions of a sensitive or private nature should be avoided. These include questions about religious beliefs, sexuality, substance abuse, and family life.

## **SUPPORT**

Whenever the regular teachers anticipate an absence, they should prepare students to work with the substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior. Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. If the regular teacher does find it necessary to express dissatisfaction with the substitute's work, this should be discussed with the school administrator.

## **SID**

Northwest Public Schools use "SID" (Staff Information Database) to account for staff leaves and substitute teacher assignments. All individuals who work for Northwest Public Schools will have a login for SID. This will be used to view days you have subbed in the District. The website for SID is: <http://sid.ginorthwest.org/default.htm> Your username is your email address. You will choose your password. If you have forgotten your password, please click on the link and you will be able to reset it.

## **THANK YOU**

**"Thank you"** for helping make the children who walk our halls feel important. We appreciate your time, energy and commitment to the Northwest Public School District.