



**SWEETWATER COUNTY**  
SCHOOL DISTRICT #2

**Substitute Handbook 2019**

# Foreword

Sweetwater County School District #2 values you and your work as a Guest Teacher. Your classroom time should be dedicated to standards-based learning experiences that positively impact student achievement and the overall educational experience of our students. Our main expectation is for you to maintain an orderly environment in our classrooms and schools and to closely follow the teacher's lesson plans (except when unusual circumstances, reported to the principal, make that absolutely impossible).

We will require your feedback about how well the teacher planned for your day in their lesson plans and Sub Folders, and will require teachers to evaluate how well you followed their plans and applied their classroom rules during your day(s) there. This information is used to help administrators improve the experiences for substitutes and students in the event a regular classroom teacher must be gone. The district continues to learn from your feedback and continues to adjust the guidance we provide to principals, teachers, and substitutes.

This handbook is designed to help clarify expectations for you and to explore some of the logistics of substituting. Buildings and their staff members have more specific information, including Sub Folders, which you will receive when checking in at each building. If you encounter any difficulties with the information provided to you, please bring them to the administrator's attention.

## **Annual Training**

The annual substitute training is designed to help you develop skills that make your job more effective, enjoyable, rewarding, and successful. All successful substitutes interact respectfully with others, yet develop and apply certain methods, skills, and techniques that have proven successful over and over again. The annual training will suffice ½ credit toward recertification.

## Contact Information

### Central Office

351 Monroe Avenue, Green River, WY 82935  
Office Hours: 7:30 a.m. - 4:30 p.m.

Emily Wolffing, Receptionist 872-5500  
Donna Little-Kaumo, Superintendent  
Jamie Christensen, Assistant Superintendent  
Greg Figenser, Curriculum Director  
Jason D Fuss, Jamie Higbee & Mary Flom:  
HR Services

### Expedition Academy

210 Upland Way, Green River, WY 82935  
Office Hours: 7:30 a.m. - 4:00 p.m.

Ralph Obray, Principal 872-4800  
Secretary: Norri Gunter

### Green River High School

1615 Hitching Post, Green River, WY 82935  
Office Hours: 7:30 a.m. - 4:00 p.m.

Darren Howard, Principal 872-4747  
Mike Aimone, Assistant Principal  
Tony Beardsley, Athletic Director  
Secretary: Kim Richardson

### Harrison Elementary

1825 Alabama, Green River, WY 82935  
Office Hours: 7:30 a.m. - 4:00 p.m.

Steve Lake, Principal 872-1700  
Secretary: Tricia Jensen  
School Clerk: Stefanie Fox

### Lincoln Middle School

350 Monroe Avenue, Green River, WY 82935  
Office Hours: 7:30 a.m. - 4:00 p.m.

Matt Mikkelsen, Principal 872-4400  
Joe Hamel, Assistant Principal  
Trey Bailey, Assistant Principal  
Secretary: Regina Carson  
Secretary: Bernie Brehm

### Monroe Elementary

250 Monroe Avenue, Green River, WY 82935  
Office Hours: 7:30 a.m. - 4:00 p.m.

Jared Hardman, Principal 872-4000  
Secretary: Judy Wells  
Secretary: Becky Gomez

### Truman Elementary

1055 West Teton, Green River, WY 82935  
Office Hours: 7:30 a.m. - 4:00 p.m.

David Asselmeier, Principal 872-1900  
Secretary: Barb Fischer  
School Clerk: Teresa Anderson

### Washington Elementary

750 W. 5th N., Green River, WY 82935  
Office Hours: 7:30 a.m. - 4:00 p.m.

Anne Marie Covey, Principal 872-2000  
Secretary: Eva Walsh  
School Clerk: Ginger Counts

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<b>Granger School</b> 200 1st, Granger, WY 82934 Office Hours: 7:30 a.m. - 4:00 p.m.	Ann Marie Covey, Principal Secretary: Ginger Counts	872-2000
<b>McKinnon School</b> General Delivery, McKinnon, WY 82938	Trey Bailey, Principal Secretary: Regina Carson Secretary: Bernie Brehm	872-4400
<b>Thoman Ranch School</b> Fontenelle Route, Kemmerer, WY 83101	Jamie Christensen, Principal Secretary: Julie Seymour	872-5519

### **SUBSTITUTE HOT LINE 872-8816**

**If there are specific dates on which you are NOT available to sub, please call Emily (Central Office Receptionist) at 872-5500 to let her know ahead of time.** The dates for which you have already accepted a Substitute Teaching job with School District #2 will show up in our computer system, so those dates do not need to be reported to Emily.

#### **Expectations:**

- Communicate. We need to know if there has been a life change that will impact your availability.
- Be available. We consistently hear frustration of not having enough work, yet some of our subs do not answer their phones for today's opportunity.
- Be on time. This will give you time to review sub plans and prepare for your day. Sometimes special directions make it extremely difficult to effectively do this job on the fly.
- Communicate:
  - With the teacher for whom you are subbing. Many times you know days in advance, that you are subbing for a certain teacher. Check in with her/him. See if there are any special instructions.
  - With your administrator.
  - With your students. Introduce yourself; share your expectations for the day. Model respectful communications and interactions with students. Be clear and specific.
- Follow the plan left for the day. Sometimes plans can be unclear or even unavailable, but whenever possible teachers are expected to leave lesson plans that are helpful to the substitute.
- Perform other duties as part of the school day.
- Communicate upon departure. We want to know how your day went. If there was a problem with the lesson plan or students, the administrator or the teacher would like the opportunity to correct it and keep it from happening again.

#### **District IDs**

Security is a high concern and we tell our students and staff members to report the presence of anyone in their building not wearing a district ID or a Visitor's badge obtained from the school office. Get your picture taken by Janet in the payroll office to receive a district ID to wear on days you sub. This

ID will also enable you to get into district activities (such as football and basketball games) free of charge. Others attending with you will still need to pay.

### **What Should I Wear?**

Sweetwater County School District #2 appreciates substitutes who dress in an appropriate, professional manner. In the regular classroom we encourage you to dress like the teachers in our District. If you are going to substitute in physical education classes, you may choose to wear a jogging suit or clothing that will permit you to participate in activities as needed. Elementary substitutes may be assigned outside playground duty during the winter months and should have warm clothing with them throughout the winter season.

### **Confidentiality**

We consider substitutes to be professionals and expect you to keep student and teacher information confidential. Confidentiality is a very high priority of this District. Noncompliance is cause for termination and possible legal action. However, if you ever suspect child abuse or neglect, state law requires you to report it to the school administrator or designee promptly.

### **Tobacco/Alcohol/Drug Use**

School District #2 has a policy prohibiting the use of all tobacco products, alcohol and illegal substances on school grounds by all employees, students, and patrons.

### **How do I get paid?**

Before being placed on the substitute list, you must complete all the necessary Payroll information. Your Sub Permit allows us to pay you \$17.20 an hr. Certified Teachers with a Sub Permit earn \$17.92 an hr. Long-term Subs (more than 10 days in same room) earn an extra \$5 per day starting on the 11<sup>th</sup> day. Each time you substitute, the building secretary will record the date, length of day, and assignment. This information will be submitted by the secretary to Payroll twice monthly, five working days prior to pay day. Paydays are the 15<sup>th</sup> and the last day of the month. If either of these dates falls on a weekend or holiday, payday is the last working day before that date. Notifications of direct deposit will be mailed directly to your home address. Actual paychecks will need to be picked up at Central Office between 7:30am and 4:30 pm with an ID. Homebound teachers are required to keep a timesheet and submit it to the building secretary as directed.

### **What if I have to cancel my substitute job?**

Occasionally a substitute will be unable to work as scheduled due to illness or a family emergency. In this case you should contact the school where you are scheduled to work to notify the principal as early as possible. If it is the morning of the day you are scheduled, you can call the **Central Office Substitute Hot Line, 872-8816**, between 6:00 a.m. to 6:30 a.m. and leave a message. Also, notify the principal you were to work for.

**NOTE: Please be aware, phone calls coming from school district phone lines will continue to show up on Caller ID units as “Unavailable” or “Unknown Caller”.** If you screen your calls at home, just know that you will miss out on almost all sub job offers. If you enter all the school phone numbers (including Central Office) in your cell phone, you will be able to tell if the call is coming from a district secretary, clerk, or receptionist. Please have your cell phone ‘off’ or ‘muted’ while subbing refrain from using it while supervising students.

## SCHOOL START AND DISMISSAL TIMES

Green River High School	7:40 a.m. – 3:02 p.m.
Lincoln Middle School	7:45 a.m. – 2:45 p.m.
Monroe Elementary	8:45 a.m. – 3:25 p.m.
Jackson Elementary	8:45 a.m. – 3:25 p.m.
Harrison Elementary	8:45 a.m. – 3:25 p.m.
Truman Elementary	8:45 a.m. – 3:25 p.m.
Washington Elementary	8:45 a.m. – 3:25 p.m.
Granger School	8:00 a.m. – 2:50 p.m.
McKinnon School	8:00 a.m. – 3:00 p.m.
Thoman Ranch School	8:35 a.m. – 3:00 p.m.
Expedition Academy	8:00 a.m. – 3:07 p.m.

**Teachers (familiar with their lesson plans and aware of any schedule adjustments caused by special events) must arrive at least 30 minutes before school starts. PLAN TO ARRIVE EARLIER than regular teachers do so you can get familiar with the lesson plans, ask questions, make copies as needed, and get organized for the day.**

**School begins for students: August 21, 2019**

### **School District No. 2 School Breakfast/Lunches**

The School Lunch Program is automated and each student has his/her own breakfast/lunch account. We do not have family accounts. It is preferred for each student to have their own check or cash for their account, but if only one check can be made for more than one student in the same school, please attach a note to the check indicating how much goes into each account, the full name of the students, and their grade. Parents cannot access student's accounts from the Internet.

### **Unemployment (seasonal support employees):**

Section 27-3-308 (a) (i) of the Wyoming Employment Security Law states that an individual is **not** eligible for benefits based on service in an instructional, research, or principal administrative capacity for an educational institution for any week of unemployment beginning between two (2) successive academic years, two (2) regular terms whether or not successive or during a paid sabbatical leave and he/she has a reasonable assurance to perform services in any such capacity for any educational institution in the second academic year or term or end of the paid sabbatical leave. Section 27-3-308 (a) (ii) states, in part, that an individual is **not** eligible for benefits based on service in any other capacity for any educational institution for any week of unemployment beginning between two (2) successive academic years or terms if he is employed in the first academic term for any education institution.

## HANDBOOK ACKNOWLEDGMENT

**Please sign and date this receipt and return it to the Human Resources Department indicating you have read this Handbook and understand its contents.**

I acknowledge receipt of the Sweetwater County School District # 2 (hereinafter referred to as the District) Employee Handbook dated July 1, 2019, which includes some information from the negotiated salaries and benefits settlement for the current fiscal year.

I have read this Employee Handbook thoroughly and completely. I agree that if there is any policy, practice, regulation, procedure, provision, or any other information in the Handbook that I do not understand, I received clarification from the District Human Resources Department before signing.

**I understand this handbook is provided for informational purposes only and does not constitute a contract for employment with the District, either express or implied. I also understand that nothing contained in the Handbook may be construed as creating a promise of future benefits.**

In addition, I understand that this Handbook states District policies and practices in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and the District reserves the right at any time to change, delete or add to any of the provisions at its sole discretion. It has always been, and continues to be, our practice to follow these policies and to treat all employees fairly. The District reserves the right to make changes in content or application of its policies, as it deems appropriate, and these changes may be implemented even if they have not been communicated, reprinted, or substituted in this handbook.

Furthermore, I understand that the provisions of this handbook are designed by the District to serve as guidelines rather than absolute rules, and exceptions may be made by Central Office administrators from time to time on the basis of particular circumstances. In consideration of my employment with the District, I agree to comply with its policies, procedures and requirements.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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