

Board Retreat 2020
Monday, August 10, 2020 5:00 PM
Administration Building
2508 27th Street
Columbus, NE 68601

- I. Board Meeting
 - A. Call to Order
 - B. Roll Call of Board
 - C. Pledge of Allegiance
 - D. Notice of Open Meeting Posted
 - 1. President insures all can hear proceedings
 - E. Mission Statement
 - F. Opportunity for Public to be Heard
 - G. Board Special Functions
 - 1. Substitute Handbook and Rates Approval
 - 2. New EL and Kindergarten Positions for Centennial Elementary
 - 3. Adjourn meeting to go into Board Retreat
 - H. Business Operations and Human Relations
 - 1. 2019-2020 Budget Wrap Up
 - 2. Streaming School Events
 - I. Buildings & Sites/Technology
 - 1. Kramer Education Center Discussion
 - 2. Elementary Upgrades
 - 3. Future Growth Plans

- 4. Financing
- J. Curriculum and Instruction
 - 1. First Semester Instruction
 - 2. Staffing
 - 3. Enrollment Growth
- K. Social/Emotional
 - 1. Staff Return to School
- L. Marketing
 - 1. Methods of Communication
- II. Other Items For Discussion
- III. Adjourn

**COLUMBUS
PUBLIC SCHOOLS
2020-2021**



**SUBSTITUTE
TEACHER
HANDBOOK**

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WELCOME TO COLUMBUS PUBLIC SCHOOLS

Welcome, and thank you for agreeing to become a part of the Columbus Public Schools' educational team. Every position in the district contributes to the education of each student, but there is no doubt that the role of substitute teacher is one of the most important to the overall success of our district.

Whether you've substituted for many years, or you're just beginning, your role is key in providing continuing instruction while the regular teacher is unable to be in the classroom. Our expectations for you are very high. We expect education to continue, we expect the differences between you and the regular teacher to be minimal, and we expect you to be a positive contributor to the excellence of our school district.

To help you meet our high expectations, you have our pledge to provide you with whatever resources and support are necessary to help make you a successful member of our educational team.

Please do not hesitate to ask any staff member if you have questions or desire any information regarding your role in the Columbus Public Schools!

BOARD OF EDUCATION

Candace Becher, President
Mike Jeffries, Member

Doug Molczyk, Vice President
Theresa Seipel, Member

Ken Curry Member
Doug Willoughby, Member

Drug-Free Workplace

The District has established all school buildings as drug-free workplaces, including school grounds, school utilized vehicles, and places in which school activities are held. Possession, use, distribution, or any level of impairment from illicit drugs, alcohol, or inhalants, or the presence of any odor of illicit drugs (such as marijuana) or alcohol on any person in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or controlled substance is also prohibited.

Smoke- and Tobacco-Free Workplace

The use of tobacco products by any person in the District's buildings and on school grounds, all owned or leased facilities, and vehicles is prohibited. This prohibition also includes items such as e-cigarettes or any type of vaping materials.

Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any person found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

COLUMBUS PUBLIC SCHOOLS BUILDINGS & CONTACTS

ADMINISTRATION BUILDING	2508 27th Street	563-7000	
	Troy Loeffelholz, Superintendent		Ext. 12175
	Leonard Kwapnioski, Executive Director of Technology & Operations		Ext. 11517
	Chip Kay, Executive Director of Business Operations		Ext. 13595
	Amy Romshek, Executive Director of Curriculum & Instruction		Ext. 10557
CENTENNIAL ELEMENTARY	500 Centennial Street	563-8180	
	Andy Luebbe, Principal		Ext. 13294
	Elizabeth Vera, Secretary		Ext. 12748
EMERSON ELEMENTARY	2410 20 Street	563-7030	
	Angie Luebbe Principal		Ext. 12068
	Jeanette Valdivia, Secretary		Ext. 12138
LOST CREEK ELEMENTARY	3772 33rd Avenue	563-7045	
	JP Holys, Principal		Ext. 13286
	Kandy Bos, Secretary		Ext. 11585
NORTH PARK ELEMENTARY	2200 31st Street	563-7070	
	Bob Hausmann, Principal		Ext. 10333
	Karen Arlt, Secretary		Ext. 13168
WEST PARK ELEMENTARY	4100 Adamy Street	563-7075	
	Paula Lawrence, Principal		Ext. 11578
	Kathleen Pospisil, Secretary		Ext. 13282
MIDDLE SCHOOL	2200 26th Street	563-7060	
	Amy Haynes, Principal		Ext. 11005
	Jordon Anderson, Assistant Principal		Ext. 12663
	Adriana Carnes, Assistant Principal		Ext. 12715
	Amy Mancini-Marshall, Assistant Principal		Ext. 11800
	Angie Andreasen, Secretary / Sub Coordinator		Ext. 12786
HIGH SCHOOL	3434 Discoverer Drive	563-7050	
	Dave Heibner, Principal		Ext. 11899
	Molly Hornbeck, Assistant Principal		Ext. 13434
	Angela Leifeld, Assistant Principal		Ext. 12056
	Jason Schapmann, Assistant Principal		Ext. 12687
	Tim Kwapnioski, Activities Administrator		Ext. 13452
	Jane Haefner, Secretary / Sub Coordinator		Ext. 11612
CPS STUDENT CENTER	2563 44 Avenue	563-7000	
	Jason Harris, Executive Director of Students Services		Ext. 12176
	Claudia Feehan, Sub Coordinator		Ext. 12123
MAINTENANCE/TRANSPORTATION	2458 48 Avenue		
	Mike Grutsch, Buildings & Grounds Supervisor	563-7010	Ext. 12415
	Kim Schaefer, Transportation Coordinator	563-7015	Ext. 12457

GENERAL INFORMATION

AUTOMATED “SUBFINDER” PROGRAM

CPS will be using the automated “Subfinder” program for assignment and notification of available substitute opportunities. Additional details will be sent to all substitutes on how to utilize the system, training will be available.

COVID-19 PROCEDURES

CPS District will follow the risk dial located on the East Central Health District website and employ a 4-tier system of Covid-19 procedures that align to the risk dial. Substitutes are expected to comply with policies and procedures, including DHM’s, as outlined by CPS and East Central Health District while on school property. Link: <https://ecdhd.ne.gov/covid-2019-novel-coronavirus/covid-2019-novel-coronavirus.html>

CERTIFICATION REQUIREMENTS

All substitutes must have a current in-force Nebraska Teaching certificate/permit. A copy of the certificate/permit must be on file at the CPS Administration Building.

- The holder of a permanent teaching certificate permit may teach an unlimited number of days.
- The holder of a State Substitute Teaching Permit is authorized to teach in any subject and at any level with an unlimited number of days of teaching.
- The holder of a Local Substitute Teaching Permit may teach 90 days in the school system requesting the issuance of such a certificate. The certificate shall expire on August 31 of the third year following the year of issuance.
- Contact the Teacher Certification Office at the Nebraska Department of Education, www.education.ne.gov/tcert, if you have questions.

Renewal requirements for the substitute teaching certificate include: verified evidence of fifty (50) days of substitute teaching within five years prior to the date of application for renewal and during the term of the previously held Nebraska substitute teaching certificate, or three semester hours of college credit within three years prior to the date of application. Should you have further questions concerning certification, please reference www.education.ne.gov/tcert or contact the Nebraska Department of Education Teacher Certification Office at (402) 471-0739.

PERSONAL DATA CHANGES

Change of address, phone number, e-mail address, and certificate renewal date should be reported to Marie Washburn, Human Resources Coordinator, Administration Building, 563-7000, Ext. 13392. Changes in your phone number, building preference, and availability should also be reported to Claudia Feehan, Substitute Coordinator, at 563-7000 Ext. 12123.

EMERGENCY OR ILLNESS CANCELLATION

Substitute teachers who accept a position and are unable to teach due to an emergency or illness must contact the Substitute Coordinator, Claudia Feehan, at 402-563-7000 Ext. 12123 or 402-910-8994 and leave a message. This will enable her to secure a substitute replacement for that day.

STAFF ACTIVITY PASS

Substitute teachers may use their CPS I.D. staff badge for admittance to home school activities. The I.D. badge will admit only the person pictured on the badge.

PAYCHECK INFORMATION

The payroll office supplies documentation with your paycheck itemizing your substitute pay for the month based on information provided from each school building. If an omission or other error is noted, please contact the secretary at the specific school in question first. The payroll office is also available (563-7000 Ext. 11523 or 12670) to check discrepancies.

DAILY PAY RATES

\$150 per day for days 1 to 30

\$155 per day for days 31 to 60 days

\$160 per day for more than 60 days

Note: daily rates also apply to early-release Wednesdays

Long-term substitutes are those who substitute for the same person for 10 or more consecutive school days, and are paid at 1/188th of base salary for each day worked. The daily pay for long-term substitutes is \$204.26.

Long-term substitutes who are assigned to sub during their scheduled planning period will receive:

EL/MS/HS \$6.00 per 15 minute work period

Substitutes hired for 1/4 of a day will be paid for 1/2 day and may have additional duties assigned when done filling in for the absent teacher. Substitutes who are called to sub, report as requested, and are then cancelled will be reassigned if possible. If no other substitute position is available then you will be compensated at the full daily rate. A memo regarding standardized pay rates is provided in Appendix 2.

Substitutes for classified staff positions are paid at the entry rate per hour for that position. When hired for such positions, if you are not told the hourly rate, please ask for that information. When filling out the timesheet, please note the name of the person you are subbing for. Classified pay rates may be found in Appendix 1 of this handbook.

PAYROLL SCHEDULE

Paychecks are issued on or about the 20th of each month. If the 20th falls on a weekend, vacation, or holiday, paychecks are issued on the final working day of the week preceding the 20th.

The Substitute Teacher Pay Schedule shown below provides information about which sub dates will be paid on monthly payroll dates. Should you have further questions, please contact the Payroll Office, 563-7000, Ext. 11523 or 12670.

NOTE: If you retired from teaching at the end of the 2019-2020 school year and are now receiving benefits from the Nebraska Public Employees Retirement System, remember that there are restrictions regarding the number of days you may substitute during the first 180 calendar days after retirement. Generally speaking, you should limit your days of work to no more than 2 per week until Friday, November 22. After that date, your subbing schedule may be as often as you wish.

SUBSTITUTE TEACHER PAY SCHEDULE FOR 2020-2021

<u>If you substitute any of these dates:</u>	<u>You will receive your check on:</u>
Aug 3 thru Aug 28	September 18
Aug 31 thru Oct 1	October 20
Oct 5 thru Oct 30	November 20
Nov 2 thru Nov 24	December 18
Nov 30 thru Dec 22	January 20
Jan 4 thru Jan 29	February 19
Feb 1 thru Feb 26	March 19
March 1 thru March 31	April 20
April 5 thru April 30	May 20
May 3 thru May 27	June 18

SEVERE WEATHER AND SCHOOL CANCELLATIONS

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. Local and regional radio and television stations broadcast the information regularly.

BENEFITS UNDER THE AFFORDABLE HEALTHCARE ACT

Based on hours worked during the 2019-20 school year, substitute teachers may become eligible for health insurance benefits during the 2020-21 school year. The threshold for receiving such benefits is statutorily set at 30 hours a week on average. To calculate average hours per week for those employees eligible for benefits under the Patient Protection and Affordable Healthcare Act, an employee's hours for the time period beginning August 1 and ending July 31 of the following year will be divided by the total number of weeks worked during that period of time, inclusive of break periods of less than 4 consecutive weeks. See appendix 3 for further information.

The payroll office tracks substitutes' hours worked and will notify you if you work sufficient hours this school year to qualify for benefits next year. Benefits will consist of health insurance coverage through the Educators Health Alliance that is similar to that provided regular CPS employees. A cash in lieu of insurance option may be provided to those substitutes who qualify for benefits and provide proof of health insurance from another source (spouse, parents, etc.).

Welcome to Columbus Public Elementary Schools

The Columbus Public School system has five elementary schools located throughout the community. The elementary buildings serve pre-kindergarten through fourth grade students.

Parking—Please park in the staff parking provided at each of the elementary schools: Centennial: East lot. Emerson: South lot. Lost Creek: West lot. North Park: West lot. West Park: West lot.

Morning Entrance—Please enter the building through the main entrance. The main entrance doors are unlocked at 7:30. When arriving we ask that you sign in at the front office where you will receive a substitute binder that contains basic information.

Duty Hours—The elementary buildings' professional workday begins at 7:45 a.m. and ends at 3:45 p.m. You will need to arrive by 7:45 a.m. so that you have an opportunity to look over the lesson plans, teacher notes, and acquaint yourself with the classroom and school environment.

Lesson Plans—Lesson plans will be found in the teacher's classroom. Please follow the lesson plans and leave necessary notes for the teacher to indicate how the day progressed. Most teachers will provide a note with their lesson plans describing procedures and any other necessary information you will need to help your day be successful.

Lunch—Lunch may be brought and stored in the faculty workroom if desired. Lunch can also be purchased in the school cafeteria. Substitutes are also allowed to leave the building for lunch. If you leave the building please notify the office before leaving.

Extra Duties—Please be prepared for any extra duties the regular classroom teacher may perform. When substituting in the elementary you may be required to cover morning supervision, supervise the lunchroom, supervise outside recess or have outside after-school supervision. So please plan for the weather.

Emergency Procedures—The substitute binder contains all of the emergency procedures. Please look over these procedures prior to the start of the school day and know the designated emergency exit for the various drills.

Behavior Problems—A phone is located in every classroom. Please notify the office if you have a student who needs to be removed from the classroom due to behavior that interferes with the learning of others.

Thank you for agreeing to substitute in the Columbus Elementary Schools. If you ever have any questions while you are in our buildings do not hesitate to ask a staff member or to contact the principal's office.

Welcome to Columbus Middle School

Parking -Please park in the east parking lot.

Morning Entrance -Please enter through the east door or the main entrance doors on the south side of the building. These doors are open by 7:30 am.

Schedules -When you arrive, please report to the office located on the first floor. Please sign in and pick up your nametag and the teacher's substitute binder. If you have any questions, please ask one of the administrators, secretaries, or teachers.

Duty Hours -You will need to be here by 7:45 AM so you have an opportunity to look over the lesson plans. You will have a 30-minute lunch period each day. You may be asked to teach another class or cover another class before or after your 30-minute lunch period.

Lunch – Lunch may be brought and stored in the faculty lounge if desired. Lunch can also be purchased in the school cafeteria. Substitutes are also allowed to leave the school building for lunch.

Lesson Plans -A purple notebook containing lesson plans can be located on the teacher's desk, teacher's office, or teacher's mailbox.

Attendance -1st block, write down any absent student on the green slip & ask a student to take it down to the office. The rest of the blocks write down absent students on the white slip provided in the purple notebook. Anchor time (or block 5 on Wednesdays) send the white slip with a student to the office.

Behavior Problems -A wall phone or telephone is in every classroom. Call the office before sending a student to the office. Fill out an office referral and describe the incident as completely as possible. Stop in the office to speak to one of the principals regarding the referral during your free time or at the end of the day.

Emergency Procedures—The substitute binder contains all the emergency procedures. Please look over these procedures prior to the start of the school day and know the designated emergency exit/procedures for the various drills.

End of Day -Sign out in the office.

Welcome to Columbus High School

Parking – Please get a staff parking permit from the attendance secretary and park in the designated staff parking areas.

Arrival Time – Please report to the main office at or before 7:45 am.

Schedules and Instructions – When you arrive, please report to the administrative secretary, sign in, pick up your nametag, and the substitute binder. The administrative secretary may have special instructions attached to your schedule.

Duty Hours – You will need to arrive prior to 7:45 a.m. School ends at 3:35 p.m. (2:21 p.m. on most Wednesdays). Half-day assignments will run 8:10 a.m.-12:30 p.m. or 11:15 a.m.-3:35 PM. After students are dismissed, please complete instructions/requests left by the classroom teacher and then check out at the main office.

Lesson Plans – Lesson plans and seating charts will be found either in the teacher's classroom or department offices. Please follow lesson plans and leave notes for the teacher to indicate how the day progressed.

Attendance – Please take attendance using the form provided in your sub folder. It is on this same form that you will provide feedback with regard to your day in the building.

Lunch – Lunch may be brought and stored in the faculty lounge if desired. Lunch can also be purchased in the school cafeteria. Substitutes are also allowed to leave the school building for lunch and are to return at the end of the assigned lunch period in the event additional duties need to be assigned.

Conference Time – Substitute teachers are to follow the teacher's schedule in which they are covering; however, substitute teacher may be required to cover another class during scheduled conference times. Substitute teachers working in the special education department are to report to a transition class and help assist students with their studies. If conference occurs in the schedule, substitute teachers may either stay within the classroom or use the staff lounge.

School Nurse – Students may request to see the school nurse. Please call the nurse at ext. 13070 and ask if the nurse is available. If the nurse is available, please sign the student's planner and allow the student to see the school nurse.

Bathroom Passes – Students must obtain a restroom pass and utilize the restroom facilities nearest the classroom.

Emergency Procedures – The substitute binder contains all of the emergency procedures. Please look over these procedures prior to the start of the school day and know the designated emergency exit for the various drills. Emergency procedures are also included in the building

sub folder provided to you in the front office at the time you check in. At the High School, unannounced drills do occur.

Behavior Problems – A phone is in every classroom. Call ext. 12687 before sending a student to the office. Fill out an office referral and describe the incident as completely as possible. The office referral must be received prior to an administrator seeing the student. If you cannot bring the referral to the office, please call ext. 12687 and ask for someone to pick it up. If a student is sent out of class, he/she will not return the same block.

Columbus Public Schools Substitute Teacher Guide

The Work Day

Substitute teachers are to observe an 8-hour working day unless specified otherwise.

The substitute teacher should check in with the office upon reporting for work. Necessary keys, building information, assigned duties and related materials will be given at this time. Please seek answers to any questions, which may assist the day's work.

When checking out in the office at the conclusion of the workday, please leave a completed evaluation form with the secretary or principal. A written report for the regular teacher is very appreciated and helpful when the teacher returns.

Lesson Plans and Classroom/School Policy

Emphasis is placed upon the need for regular teachers to provide adequate lesson plans for the substitute teachers, and complete substitute folders to be available. Often, with the best-made plans, situations change or work is accomplished faster than anticipated by the absent teacher. It is suggested that substitute teachers have alternate activities prepared in case the regular plans are not sufficient. Building policy, procedures, and schedules are outlined in the substitute folder, or building handouts. Please seek assistance from the office or a fellow teacher for needed information.

Discipline

Students are expected to observe school guidelines and expectations at all times. The substitute teacher is expected to maintain discipline in the classroom at all times. In no case is the substitute teacher to administer corporal punishment, or punishment that is demeaning or derogatory. If a severe problem arises, seek assistance from the building principal immediately.

Helpful web sites for substitute teachers:

http://www.education-world.com/a_curr/curr260.shtml

<http://www.qnet.com/~rsturn/>

Professional Substitute Teacher Checklist

At Home

- _____ Compile a set of note cards containing pertinent information about the schools where you may be assigned.
- _____ Keep a notepad and pencil by the phone you will be using to answer early morning calls.
- _____ Answer the phone yourself.
- _____ Assemble a file of “go-to” activities that you can utilize at the various grade levels you teach and keep it available and ready to go.
- _____ Leave early enough to arrive at school by 7:45 am.

Prior to Entering the Classroom

- _____ Report to the principal or to the main office secretary.
- _____ Ask about student passes and procedures.
- _____ Ask if there will be any extra duties associated with the permanent teacher’s assignment.
- _____ Find out how to refer a student to the office, should the need arise.
- _____ Obtain any keys that might be necessary.
- _____ Find out how to report students who are tardy or absent.
- _____ Find the locations of restrooms and the teacher’s workroom.
- _____ Ask the names of the teachers on both sides of your classroom. Introduce yourself to them and ask for their assistance in the event of a building drill or emergency.

In the Classroom Before School

- _____ Put your name on the board.
- _____ Review the expectations or rules if any are posted.
- _____ Locate the school emergency procedures and classroom seating charts.
- _____ Carefully read through the lesson plans left by the permanent teacher. Attempt to clarify any directions that may be unclear with a neighboring teacher.
- _____ Locate the books, papers and materials which will be needed throughout the day.
- _____ Study the seating charts. If you cannot find any, get ready to make your own.
- _____ When the students begin moving to their classes, stand in the doorway and greet the students as they enter the classroom.

Throughout the Day

- _____ Have the students address you by your proper name (Mr., Mrs., Miss, Mrs., Dr.).
- _____ Get the students involved in a learning activity immediately.
- _____ Constantly walk through the classroom to assist students at their desk on an as-needed basis.
- _____ Carry out the lesson plans and assigned duties to the best of your ability.
- _____ Be fair.
- _____ Be positive and respectful in your interactions with students and school personnel.
- _____ Anticipate interruptions such as fire drills, power outages, visits to classrooms, injuries, assemblies, etc.
- _____ Mention all referral slips issued (to the office, nurse, etc.) in your note to the teacher.
- _____ Be prepared to be asked to assist in other areas, as needed.

At the End of Class and After Class

- _____ Challenge students to recall projects and topics they have studied that day.
- _____ Remind students of homework.
- _____ Have students straighten and clean the area around their desks.
- _____ Organize and label the students' work.
- _____ If you were unable to complete the lesson, mention this in the note you leave for the teacher indicating how much material you were able to cover.
- _____ Make sure that all classroom sets/books/etc. have been collected or accounted for.
- _____ Close windows, turn off lights and equipment, and make sure the room is in good order, before you close the door and leave.
- _____ Turn in any money collected at the office.
- _____ Check to see if you will be needed again the next day.
- _____ Jot down a few notes to yourself about anything out of the ordinary that occurred in the class that day. **This will be a great help to the administrator if there is a complaint.*

Tips for Substitute Teachers

Accidents and Injuries

Use common sense when an accident or injury occurs. Do not leave an injured student. Attend to the injured student. A reliable student or neighboring staff member should be asked to assist. Immediately notify the office. Special attention must be given when supervising playground areas or physical education classes, shop and science classes.

Release of Students

A substitute teacher should not release a student from class without specific authorization from the school office. All visitors to a building must report to the office before visiting a classroom.

Confidentiality

Q: Why must confidentiality be maintained?

A: It is the law. Both federal and state law require it.

Q: Who may have access to written or oral information about students and their families?

A: Only personnel who are responsible for the design and delivery of education and related services for a student or his/her family.

Q: Who should not have access to written or oral information about a student?

A: Teachers, school administrators and other personnel not responsible for planning or providing services to a student or his/her family, and well-meaning friends, neighbors or acquaintances.

Q: What information must be kept confidential?

A: The results of formal and informal assessments, social and behavioral actions, program goals and objectives, and financial and other personal and family information.

Classroom Management Tips

Classroom management can be a challenge for the substitute teacher. A few simple suggestions will help you establish good classroom routines, provide for an efficient learning situation, and establish mutual respect between the teacher and students.

As a part of the Vision of the Columbus Public Schools, we are

- *Committed to a safe and supportive environment for learning and teaching.*

To further this commitment, all Columbus Public Schools certificated staff are trained in The Well-Managed Classroom: Boys Town Education Model. Each classroom should have posted the student expectations for conduct. These posters outline what is expected of students in order to be safe, respectful and responsible.

The premise of The Well-Managed Classroom is that teachers:

1. communicate clearly to students what is expected in the classroom.
2. reinforce when pro-social and pro-academic behaviors are displayed.
3. intervene early when social and academic behaviors do not match the expectations.

As a substitute in our classrooms, it would be beneficial to:

1. review briefly at the beginning of the day/instructional period the classroom expectations, referring to the posted information in the room.
2. explain briefly what your individual expectations are, in line with the posted information.
3. have in mind how you can reinforce students verbally for pro-social and pro-academic behaviors.
4. intervene early if behaviors make teaching or learning difficult. When intervening, some suggested strategies are:
 - a. use a prompt statement such as, “*Remember, when you follow instructions, you do so immediately.*”
 - b. speak privately to the student and review the expectation.
 - c. ask for assistance from a staff member or administrative representative.

Lesson Plans

Teachers are asked to leave clear directions/instructions for the substitute, including a seating chart, lesson plans, daily schedule and other information, which will ensure a day of instruction for students. Since it is almost impossible to anticipate illness, there may be occasions when substitutes will need to be ready to fill class time with lessons/activities of their own.

Make your aim to teach the class, not simply to supervise. Follow the lesson plans as closely as possible. Being prepared to utilize alternate assignments/activities that you have prepared in case you run out of activities prior to the end of class is just good practice. Many discipline problems arise because students were not involved in an appropriate instructional activity.

Introduce Yourself

Explain who you are and why you are there. Emphasize that class will be conducted as usual and as nearly as possible, in accordance with the teacher's instructions.

Begin On Time

Do not give the class time to become restless and disinterested. Begin immediately and get the students involved.

Expect Good Behavior

A positive approach is worth a hundred negative rules. Familiarize yourself with specific school and classroom guidelines.

Discourage Unnecessary Trips

Review carefully requests to leave the room to go to the restroom, the library or the nurse's office, etc. and by all means do not dismiss any class early.

Use Common Sense and Be Fair and Consistent

Your success in classroom management will depend to a great extent on you and what you expect of the students.

Use Instructional Time for Instruction

Plan to direct active learning. Make your presence felt throughout the classroom. To encourage active student participation, involve all students, not just those who raise their hand. Circulate through the room so that you can monitor the class more closely. Give praise when it is warranted.

Be Patient

It is natural for the class to test a substitute. You represent a change for them. Patience, understanding, firmness and respect will increase trust.

Leave Sufficient Time

Especially in the secondary level when classes change each period, leave enough time at the end of each period for the class to gather materials together.

Problems or Questionable Situations

These situations should be referred to the building administrator for action.

Appropriate Dress

Dress appropriately when teaching. The more professional you look, the more the students will treat you as one. Keep in mind the grade level and subject when dressing. Teaching certain subject areas such as physical education, industrial technology, or some special education classrooms may require you to dress differently, so it is best to be prepared. You may want to bring clothes suitable for those positions. On the first Friday of each month, it is acceptable to wear blue jeans so long as you are wearing a CPS shirt or I Love PS shirt.

End of the Day

Use this time to leave notes for the classroom teacher, correct papers as directed, or to complete anything else that may have come up during the day. Check out in the office at the end of the day.

Additional Recommendations Regarding Classroom Management

In 2008, Brian Mendler (contributing author of the groundbreaking book *Discipline With Dignity*) visited Columbus High School and trained its staff with a variety of differentiation and classroom management techniques. What follows is a list of...

Mendler Techniques that Can Be Employed by Any Substitute Teacher

- **8 Steps to Diffusing Any Student**
 - Become a 2nd to last word person
 - Recognize the battle is about to happen.
 - Use humor (not sarcasm) to reduce tension.
 - Use PEP (Privacy, Eye Contact, Proximity)
 - Listen to *what* the student is saying, not just *how* they are saying it.
 - Acknowledge (let them know you hear them).
 - Agree (let them know that they are or might be right).
 - Defer (we will discuss this at a later time). Delayed Consequence.

- **Do We Ever Remove Kids?**
 - Sometimes it is necessary
 - We must “offer” the door, rather than commanding it.
 - Let the student know they will be missed if they choose to leave.
 - Tell them to come back as soon as they are ready to learn.
 - Help them know they are an important and valuable part of your class.

- **What is a Crisis Situation?**
 - Fights
 - A student gets sick or “freaks out” in class.
 - During a crisis, our goals become:
 - Safety
 - Survival

Crisis moments are best handled before the crisis occurs. There should be a plan in place and students should know what the plan is.

- **Tips for Teachers**

- Learning is more important than grades.
- Do not talk to a student about another student.
- Do not talk to a parent about anyone other than his/her child.
- Privacy is the best way to correct and to compliment.
- Be fair. Don't worry about treating everyone exactly the same way.
 - There is a difference between **fair** and **equal**.
- Allow kids to have the last word. Be the adult. Avoid power struggles.
- Reward mistakes and improvement.
- Don't ever quit on a student.
- Stay personally connected to kids, without taking personally what they do and say.

Student Welfare – Reporting Suspected Child Abuse or Neglect

Professional school personnel are required by law to report to designated school and community authorities any suspected case of child abuse or neglect within 48 hours. Failure to make the required report is itself a gross misdemeanor. It is not a breach of professional confidence or privilege to so report; the law protects professional school personnel from any liability, which might otherwise be incurred for breach of confidence between a professional and his/her student client, or patient.

Substitute teachers are to inform their school counselor, social worker, principal, or supervisor of what they have observed and that they believe a report should be made. Administrative staff may sometimes choose to make the report for the substitute teacher.

Guidelines for Interaction with Students

Safe Touch should be brief

Safe Touch all students in the same manner

Safe Touch should not linger

Safe Touch shoulders

Safe Touch upper back

Safe Touch head

Safe Touch arms

Safe Touch hands

Safe Verbal Communication

- Avoid sexist comments
- Avoid sexual comments and innuendo
- Talk to all students in the same manner

Safe Extracurricular and Enrichment Activities

- Tell your administrator where you are going
- Get parental permission
- Take more than one student
- Take more than one adult

Safe Interaction with Kids

- When alone with a student, make sure there is a window or door open
- Do not spend too much time with one student or group of students
- Treat all students in the same manner
- Maintain appropriate boundaries between adult and student
- If you sense that a student may be developing a personal interest in you – get help. *See your principal immediately!*

2020-2021 Calendar for Columbus Public Schools



Columbus Public Schools 2020-2021

Discoverers



S	M	T	W	Th	F	Sa	Su
							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						

August
 3-5 New Teacher Professional Development
 6-21 Teacher Professional Development
 17 or 18 1st Day Kindergarten (half of students each day)
 21 1st day 9-12 Only
 12th - 8:00, 11th - 10:00, 10th - 12:00, 9th - 2:00
 1st Day/All Students - Elem - All Day
 5th/6th Grade - 8:00-11:30, 7th/8th - 12:30-3:30

S	M	T	W	Th	F	Sa	Su
							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 Labor Day - No School
 21 Teacher Professional Development - No School for Students
 25 Ele Dismissal Only 11:45 - Teacher PD
 30 Elementary Parent-Teacher Conferences
 HS/MS Parent-Teacher Conferences

S	M	T	W	Th	F	Sa	Su
							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	

October
 1 Elementary/HS/MS Parent-Teacher Conferences
 2 Teacher PD AM, Conferences PM - No School for Students
 3 No School
 23 1st Quarter Ends - 41 days/MS ONLY - 12:00 PM Dismissal
 26 Elem/HS Full Day
 28 Professional Work Day - No Students
 29 2nd Quarter Begins

S	M	T	W	Th	F	Sa	Su
							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
 16 Teacher Professional Development - No School for Students
 25-27 Thanksgiving Break - No School

S	M	T	W	Th	F	Sa	Su
							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			

December
 22-31 Christmas Break - No School

S	M	T	W	Th	F	Sa	Su
							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
 1 Christmas Break - No School
 8 2nd Quarter Ends - 42 days/MS ONLY - 12:00 PM Dismissal
 8 Elem/HS Full Day
 11 Teacher Professional Development - No School for Students
 12 3rd Quarter Begins

S	M	T	W	Th	F	Sa	Su
							7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

February
 12 Ele Dismissal Only 11:45 - Teacher PD
 16-18 Elementary Parent-Teacher Conferences
 17-18 MS/HS Parent-Teacher Conferences
 18 Teacher PD AM, Conferences PM - No School for Students
 19 No School
 22 Teacher Professional Development - No School for Students

S	M	T	W	Th	F	Sa	Su
							8
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

March
 12 3rd Quarter Ends - 41 Days
 12 MS ONLY - 12:00 PM Dismissal - Extended Academic Time PM
 12 Elem/HS Full Day
 13 Spring Break
 15-19 Teacher Professional Development - No School for Students
 22 4th Quarter Begins

S	M	T	W	Th	F	Sa	Su
							9
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

April
 1-2 No School - Easter Break

S	M	T	W	Th	F	Sa	Su
							10
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
 7-10 Late Spring Break
 26 Final Senior Attendance Day
 26 Elem/HS 11:45 Dismissal - Teacher PD
 26 MS ONLY - 12:00 PM Dismissal - Extended Academic Time PM
 26 4th Quarter Ends - 43 days
 27 Teacher Professional Development - No School for Students
 30 Graduation

Key:

Yellow	Early Dismissal Elem 2:15 HS 2:35 MS 2:35
Light Green	Professional Development/No School for Students
Light Blue	Beginning/End of Quarter
Light Purple	No School for Teachers and Students
Light Orange	Elementary early dismissal
Light Red	Graduation

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High School Hours - 8:10 a.m. - 3:40 p.m.
 Wednesday/Early Dismissal - 2:35 p.m.
 Middle School Hours - 8:00 a.m. - 3:30 p.m.
 Wednesday/Early Dismissal - 2:35 p.m.
 Elementary School Hours - 8:00 a.m. - 3:25 p.m.
 Wednesday/Early Dismissal - 2:15 p.m.

Calendar Facts
 -There are 187 student contact days in the calendar.
 -The last day of school is scheduled for May 26th.
 -The district may start at 10:00 a.m. due to inclement weather.
 -Students may have to make up days of attendance if the district accumulates 3 or more days due to weather.

Appendix 1: Classified Salary Schedule

Step	ASP Support Staff	ASP Lead Staff	ASP Site Director	Food-service	Kitchen Manager	Regular / ELL Para	2nd Lang. Fluent Para	SpEd Para	High Needs SpEd Para	Guard	HS/MS Cust.
<i>increase</i>	<i>1.0350</i>										
1	\$9.90	\$11.25	\$12.16	\$12.10	\$13.90	\$12.16	\$12.76	\$12.47	\$13.24	\$12.72	\$12.97
2	\$10.15	\$11.50	\$12.41	\$12.35	\$14.25	\$12.41	\$13.01	\$12.72	\$13.49	\$12.97	\$13.22
3	\$10.40	\$11.75	\$12.66	\$12.59	\$14.60	\$12.66	\$13.26	\$12.97	\$13.74	\$13.22	\$13.46
4	\$10.65	\$12.00	\$12.91	\$12.84	\$14.97	\$12.90	\$13.51	\$13.22	\$13.99	\$13.46	\$13.71
5	\$10.90	\$12.24	\$13.15	\$13.09	\$15.34	\$13.15	\$13.76	\$13.46	\$14.24	\$13.71	\$13.96
Step	Elem. / Night Cust.	Night Cust. Supv.	Sec. 1	Sec. 2	Sec. 3	Maintenance	Translator	Cust. Supv. / Maint. Coord.	Bus Drivers	CNA	LPN
1	\$13.22	\$13.46	\$13.48	\$14.23	\$14.47	\$14.71	\$15.53	\$15.70	\$15.76	\$15.55	\$18.47
2	\$13.46	\$13.71	\$13.73	\$14.47	\$14.72	\$14.96	\$15.78	\$15.95	\$16.01	\$15.80	\$18.72
3	\$13.71	\$13.96	\$13.98	\$14.72	\$14.97	\$15.20	\$16.02	\$16.20	\$16.26	\$16.05	\$18.97
4	\$13.96	\$14.21	\$14.23	\$14.97	\$15.22	\$15.45	\$16.26	\$16.45	\$16.52	\$16.30	\$19.21
5	\$14.21	\$14.46	\$14.47	\$15.22	\$15.47	\$15.70	\$16.51	\$16.70	\$16.77	\$16.54	\$19.46

Appendix 2: Standardized Substitute Pay for Partial Days of Service

CPS generally hires substitutes only for half-day needs or greater. Substitute needs of less than a half-day are typically filled from within. A full day is fairly apparent, approximately 7:45-3:45. By "approximately" I understand that some buildings might request substitutes arrive somewhat earlier or later, and that some substitutes might choose to arrive somewhat earlier or later. Because we don't pay substitutes on an hourly basis, it is important to identify **approximate** starting and ending times. Use of the word "approximately" from hereon is intended to mean **15 minutes before the stated time to 15 minutes after the stated time**. In the illustrations below, I'll provide the **approximate** start and end times as well as the actual times covered by those **approximate** start and end times. Substitutes hired for less than a full day are to be told that.

Because a full day is 8 hours, 3/4 of a day is 6 hours and 1/2 a day is 4 hours.

Full-day substitutes would report **approximately** 7:45 (actual times 7:30-8:00) and work through the end of the school day (actual times 3:30-4:00).

Substitutes hired for 3/4 a day would be paid 3/4 of the applicable daily rate of pay and would report and be finished at these **approximate** times:

report **approximately** 7:45 (actual times 7:30-8:00), end **approximately** 1:45 (actual times 1:30-2:00)

OR

report **approximately** 9:45 (actual times 9:30-10:00), end **approximately** 3:45 (actual times 3:30-4:00)

Substitutes hired for 1/2 a day would be paid 1/2 of the applicable daily rate of pay and would report and be finished at these **approximate** times:

report **approximately** 7:45 (actual times 7:30-8:00), end **approximately** 11:45 (actual times 11:30-12:00)

OR

report **approximately** 9:45 (actual times 9:30-10:00), end **approximately** 1:45 (actual times 1:30-2:00)

OR

report **approximately** 11:45 (actual times 11:30-12:00), end **approximately** 3:45 (actual times 3:30-4:00)

Appendix 3: Qualifying for Health Insurance Benefits Under the Affordable Care Act

During the 2015-16 school year, CPS notified substitute teachers of the possibility of receiving health insurance benefits under the Affordable Healthcare Act (ACA) during subsequent school years. We felt this was a benefit that could help people, so wanted to let substitutes know about it. No one qualified for such benefits during the 2015-16, 2016-17, or 2017-18 school years, but we did have one substitute qualify at the end of the 2018-19 school year. A number of our substitutes have asked for additional information about this potential benefit, so this discussion and examples are intended to help.

The ACA provides a method to calculate when employees become eligible for health insurance benefits. Step one is to establish a "lookback period". This is August 1 of the current year through July 31 of the following year. Then, the employee's total hours worked during that lookback period are divided by the number of weeks available to work during that period of time, inclusive of break periods of less than 4 consecutive weeks. Under this calculation method, Christmas break counts as weeks available to work because it is less than 4 consecutive weeks. Summer break, on the other hand, does not count into the calculation because it is greater than 4 consecutive weeks. If the calculated figure is 30.0 or higher, the employee is eligible for benefits under the ACA during the following school year. So, what does this mean for time worked during the school year? In other words, how could a CPS substitute qualify for health insurance benefits under the ACA for the following school year? Here are some examples:

1. Substitute Anderson works a total of 157 full days between the first day of the school year and the last day of the school year. 157 full days is 1,256 hours. Dividing 1,256 hours by the available 42 weeks results in 29.9 average hours worked. Because this is less than the ACA threshold of 30.0 or higher, this substitute would not qualify.
2. Substitute Brown works a total of 158 full days between the first day of the school year and the last day of the school year. 158 full days is 1,264 hours. Dividing 1,264 hours by the available 42 weeks results in 30.1 average hours worked. Because this meets the ACA threshold of 30.0 or higher, this substitute would qualify.
3. Let's go back to Substitute Anderson. By working an additional half-day (4 hours) beyond example 1, the total hours would be 1,260 which, divided by 42 weeks, calculates to 30.0 hours. Because this meets the ACA threshold of 30.0 or higher, substitute Anderson would now qualify.

The payroll office tracks substitutes' hours each year and will notify any who establish eligibility for health insurance benefits at the end of the school year.

Appendix 4: COVID-19 Supplement

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, substitutes, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send staff members written notification of any such changes. It is each staff member's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a substitute has any questions about the interpretation or implementation of these rules and expectations, promptly contact the building administrator or Director of Business Operations.

- 1. Masks.** Unless otherwise directed by the Superintendent (or Administrative designee), every staff member must wear an appropriate mask on school grounds and while in school vehicles. An appropriate mask is a double cloth mask that does not interfere with or disrupt the operation of the school or the learning environment. Masks must be worn in a manner that covers the staff member's nose and mouth. A staff member who does not fully comply with this rule (such as having the mask cover their mouth but not their nose) is in violation of District rules and expectations. Staff members may remove their masks only in settings approved in advance by the administration, such as during lunchtime. It is the staff member's responsibility to seek clarification from an administrator if the staff member is uncertain as to whether they may remove their mask at work. Staff members who do not comply with the mask requirement may face discipline, up to and including termination of employment.
- 2. Enforcement of Mask and Safety Rules.** Every staff member has an obligation to ensure that all other persons on school grounds and in school vehicles abide by the mask requirement. If a staff member observes another staff member or student not wearing a mask, the staff member must promptly remind the staff member or student to wear their mask. If a staff member observes another staff member or student repeatedly not wearing a mask, then the staff member must promptly notify their administrator.
- 3. COVID-19 Symptoms.** A substitute who experiences any of the following symptoms (even when off duty) must promptly notify their administrator:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Nausea or vomiting
- Diarrhea

If a staff member wakes up in the morning of a workday with any of the aforementioned symptoms, the staff member must immediately contact their administrator to determine if the staff member should report for work that day.

If a staff member exhibits any of the aforementioned symptoms (including experiencing the symptoms within 48 hours of the next workday), the staff member's administrator will then evaluate the staff member's symptoms to determine if the staff member should report for work on the next workday.

Staff members who report to work without contacting their administrator about potential symptoms do so under the following conditions: (1) that the staff member is not experiencing any of the aforementioned symptoms; and (2) the staff member agrees to certain non-invasive, permissible medical checks (such as temperature scans) and/or health screening questionnaires.

Any employee who fails to follow these procedures or is dishonest about his or her symptoms to avoid reporting for work may be subject to discipline, up to and including termination of employment.

- 4. Potential Exposure.** A staff member who has reason to suspect that he or she may have been exposed to COVID-19 must promptly inform their administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to a "hot spot," or receiving notification from a health official or medical professional of a potential exposure. Substitute's who plan to travel outside of the community, state, or country for non-work reasons should consult with their administrator when DHM restrictions are in place. This is to determine the potential consequences (such as quarantine restrictions upon return) of such travel. A substitute who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the administration, in its sole and absolute discretion, determines that the staff member may safely return to school. A substitute's failure to promptly notify a building administrator of a potential exposure could result in being removed from the substitute candidate pool.
- 5. Work at Home.** In very limited circumstances, the District may allow a long-term substitute to work from home. Any staff member who works from home must adhere to all of the District's rules and expectations during the workday. These rules and expectations include, but are not limited to, the staff member devoting their full time and attention during the workday to the performance of their job duties, refraining from personal business or activities, refraining from prohibited conduct (such as consuming alcohol) and promptly responding to emails or calls. A staff member working from home who violates these rules and expectations could face discipline, up to and including termination of employment.
- 6. Activities.** A staff member who has potentially been exposed to COVID-19 or exhibits COVID-19 symptoms will not be permitted to serve as a coach or sponsor until the District, in its sole and absolute discretion, determines that the staff member may safely return to work. A staff member who has potentially been exposed to COVID-19 or exhibits COVID-19 symptoms will not be permitted to attend any practices or

competitions, even if the staff member attempts to undertake measures to social distance at such practices or competitions.

- 7. Failure to be Honest.** These rules and expectations are designed and will be implemented to ensure the health and safety of all students and staff. One person's refusal to be entirely honest or straightforward about a potential exposure or symptoms could jeopardize the health and safety of other staff members and students. If the District determines that a staff member has not been honest or forthright with information provided (or not provided) to the administration, then the staff member may face discipline, up to and including termination of employment.
- 8. Off Duty Conduct.** We encourage all staff members to adhere to health and safety best practices while "off duty," including frequent hand washing, wearing a mask in public areas, maintaining social distancing in public areas, and not attending gatherings in excess of current DHM maximum's where social distancing cannot be maintained at all times.
- 9. Other Health and Safety Rules.** At any time, the administration may impose or require a staff member to abide by other health and safety requirements. Every staff member must follow such health and safety requirements or face discipline.