



SCHOOL DISTRICT 877
Buffalo-Hanover-Montrose

2016 - 2017
Substitute Teacher
Handbook

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INTRODUCTION

Welcome to substitute teaching in Independent School District #877, Buffalo-Hanover-Montrose! We are glad to have you on our team. Substitute teaching can be exciting, interesting, and challenging. You will have opportunities to see and be part of a wide variety of teaching styles and programs, gain a wealth of experience in a short time, and share ideas with colleagues.

A substitute in ISD #877 must be a licensed teacher who is hired by the School Board to perform the duties of an absent teacher or other teacher duties as assigned by the principal. These duties shall be consistent with a teachers' professional role.

This handbook is intended to help orient you to the role and responsibilities of a substitute teacher and familiarize you with relevant School District policies and procedures. The School Board and staff of Independent School District #877 wish you every success!

DISTRICT MISSION STATEMENT

Hundreds of teachers and staff are all working towards one mission:

Making a difference by preparing all students for a successful future in a changing world.

EQUAL OPPORTUNITY POLICY

Independent School District 877, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, color, creed, religion, national origin, sex, age, sexual orientation, marital status, status with regard to public assistance, or disability.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The District recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

WORKERS COMPENSATION LAW

Any employee (which includes substitute staff) who is injured must report the accident to their supervisor and complete the First Report of Injury form. The report should then be given to the building principal or supervisor within 24 hours of the accident.

It is important to us to insure all employees are safe; and the sooner you let us know about an injury, the sooner we can make sure you are taken care of and fix any problems that might be a hazard to other employees. You will never be penalized for reporting an injury.

Questions regarding reporting injuries can be sent to Tami Johnson in the Business Office at 763-682-8705 or tjohnson@bhmschools.org

ACCIDENT REPORTS

Any employee who is injured must report the accident to their supervisor and complete the First Report of Injury form. The report should then be given to the building principal or supervisor within 24 hours of the accident.

BLOODBORNE PATHOGEN STANDARD

The Federal Bloodborne Pathogens Standard was adopted by the State of Minnesota on June 6, 1992. The intent of this law is to minimize, reduce, or eliminate occupational exposure to bloodborne pathogens. Bloodborne pathogens are disease-carrying micro-organisms which may be present in blood and other body fluids and are capable of carrying disease.

It is the responsibility of the school district to determine which employees will be covered under this Standard. This is done by assessing job tasks and activities of each job classification in the district. Employees who have been identified as having a higher risk of being exposed to bloodborne pathogens will receive an annual in-service.

All employees in the district, even those who have a lower risk of being exposed to bloodborne pathogens, must comply with the post-exposure and follow-up protocol in the event of an exposure to blood or body fluids containing blood. An exposure incident is when someone else's blood or body fluid contaminated with blood comes in contact with an employee's mucous membranes (eye, mouth, nasal passages) or non-intact skin; or contact results in a cut, puncture, or penetration of the skin or mucous membrane by contaminated material from a bite, needle stick or blood contaminated equipment. If such an exposure occurs, it is imperative that you follow the appropriate protocol. Time is of the essence to provide the most comprehensive and protective treatment. The school district is responsible for providing a confidential medical evaluation and follow-up after an exposure incident has been reported. The following protocol will be utilized:

Exposed employee should:

1. Immediately wash exposed skin with germicidal soap or flush mucous membrane with running water.
2. Contact your supervisor and/or the Exposure Control Officers (District Nurses) for further instructions.

In the event of an exposure at a school-related activity after regular school hours, seek medical attention at the district's designated healthcare provider or at the nearest emergency room. At this time district #877's designated healthcare provider is the Buffalo Hospital Emergency Room. They will have the necessary protocol and forms for you.

OSHA mandates that no employee come in direct contact with blood or body fluids containing blood. However, in cases where this is unavoidable, the Good Samaritan Law will apply. Every effort should be made to have disposable gloves available for emergency situations. Gloves, as well as CPR masks, are available in each building's health office.

Whenever possible, assist the injured person in self-management of their injury. For example, assist them with their own bloody nose or cut by having them hold paper towels over it and applying pressure. Use gloves and place a barrier object between the body fluids and yourself if you must render assistance. This can be a piece of clothing, a paper towel, or tissue. Dispose of contaminated materials in plastic lined waste container. Always wash your hands thoroughly.

For additional information, please read the Exposure Control Plan or contact your Exposure Control Officers. A copy of the district's Exposure Control Plan will be available in each Health Office and in the District Human Resource office.

PLEASE SAVE THIS INFORMATION FOR FUTURE REFERENCE.

BLOOD BORNE PATHOGENS – TRAINING DATES

Subbing in **special education, physical education, or industrial technology education** requires an annual update of your blood borne pathogen training. This is per OSHA Federal regulations and must be completed before you can substitute teach in any of the three (3) specialty areas. Hepatitis B vaccination information will also be available at these meetings for those who would like to receive that vaccination.

Dates of Training for 2016-2017:

*All classes are held at Buffalo Community Middle School, 1300 Hwy. 25 N, Buffalo, MN, and last approx. 30 minutes. You do not need to register to attend BBP classes, but **please be there by the start time or you will have to wait until the next class is offered.***

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday, August 31 st	9:00am	Buffalo Community Middle School - Room 100
Thursday, September 8 th	9:00am	Buffalo Community Middle School - Room 100
Wednesday, September 14 th	1:00pm	Buffalo Community Middle School - Room 100
Monday, October 10 th	10:00am	Buffalo Community Middle School - Room 100

Employees hired after the last session should contact Nancy H., District Nurse, directly at (763) 682-8211. She will work with you to schedule a date and time to stop by to receive your BBP training. You cannot sub in these areas without this training or proof of completing this training at another district. If you have taken this training at another district (cannot be over 1 year ago), please submit proof of completing the training. Typically a copy of your completion “certificate” will be sufficient. You can send a copy of your BBP certification to: ISD 877, Attn: Human Resources, 214 1st Avenue NE, Buffalo, MN 55313.

SCHOOL LOCATIONS

<u>Building</u>	<u>Administrator</u>	<u>Secretary</u>	<u>Contact #</u>
Buffalo High School	877 Bison Blvd.	Buffalo, MN	763-682-8100
Phoenix Learning Center <i>-Alternative Learning Center Grades 9-12</i>	800 8 th St NE	Buffalo, MN	763-682-8680
Buffalo Comm. Middle School	1300 Hwy 25 N	Buffalo, MN	763-682-8200
Discovery Elementary School	301 2 nd Ave NE	Buffalo, MN	763-682-8400
Hanover Elementary School	274 LaBeauxe Ave.	Hanover, MN	763-682-0800
Montrose Elementary School	100 2 nd Street S.	Montrose, MN	763-682-8345
Northwinds Elementary School	1111 7 th Ave. NW	Buffalo, MN	763-682-8800
Parkside Elementary School	207 3 rd St NE	Buffalo, MN	763-682-8500
Tatanka Elementary School	703 8 th St NE	Buffalo, MN	763-682-8600
PRIDE (Lakeview Mall) <i>-18-21 year old transition program for special needs young adults</i>	15 1st Avenue S, Suite #4	Buffalo, MN	763-682-8890

SCHOOL PRINCIPALS/COORDINATORS and HEAD BUILDING SECRETARY NAMES

<u>Building</u>	<u>Administrator</u>	<u>Secretary</u>	<u>Contact #</u>
Buffalo High School	Mark Mischke	Traci Pederson	763-682-8111
Phoenix Learning Center	Kris Thompson	Mona Wiseman	763-682-8682
Buffalo Comm. Middle School	Matt Lubben	Courtney Bouman	763-682-8202
Parkside Elementary School	Michelle Robinson	Sue Bartz	763-682-8523
Discovery Elementary School	Mat Nelson	Sharon Uttke	763-682-8410
Tatanka Elementary School	Don Metzler	Andrea Wiegert	763-682-8615
Hanover Elementary School	Jeff Olson	Melissa Steward	763-682-0824
Montrose Elementary School	Tony Steffes	Melissa Wycoff	763-682-8345
Northwinds Elementary	Shawn Gombos	Kim Goelz	763-682-8801
PRIDE	Amy Green	Nancy Smolensky	763-682-8890

DAILY SUBSTITUTES TEACHER PAY RATES

Daily substitutes teachers are scheduled using the Absence Management System. The rate of

pay is as follows: **Days 1-40:**

\$110.00/day for a full day. (NOTE: two ½ days = 1 full day).

\$55.00/day for a half day (3.75 hours or less).

Days 41-80:

After you have substituted forty (40) full days in the current school year*, you will be compensated an additional \$20/day (commencing on the 41st day).

Days 81+:

After eighty (80) days in the current school year*, an additional \$10/day will be paid (commencing on the 81st day).

Short-Term and Long-Term Sub Rates:

Please see page 11.

**Days begin a new cycle at the start of each school year.*

***The substitute daily rate of pay does not guarantee prep time. On casual assignments some Substitute teachers will receive prep time and others will not. The daily rate of pay remains the same.*

TEACHERS RETIREMENT ASSOCIATION (TRA)

Each substitute teacher must be a member of the Teachers' Retirement Association. Those who are not a member will have their information submitted directly from our Payroll Department to TRA. You will receive a welcome letter from TRA once your information has been processed. (Please note the employee contribution is 5% and the District 877 contribution is 5%.)

NON-AVAILABILITY FOR WORK

If substitutes are unavailable for work for a particular day or a period of time, they are asked to log into the Absence Management System and record **Non-Work Days**. This will prevent a teacher or administrator from trying to contact you when you are not available.

A substitute who becomes ill before an assignment should immediately call the secretary at the building they were going to sub at (see phone #s on page 8). Please be sure to provide the following information: *your name, school you were to sub at, teacher you were to sub for, grade level/assignment.*

A substitute falling ill while at the school on an assignment must contact the principal for permission to leave so that the safety of pupils can be ensured.

EMERGENCY CLOSINGS

Every attempt will be made to place an **ALERT** on the **Absence Management website any morning when school is cancelled or will start late due to weather conditions.** Other notifications of school cancellations or late starts will also be broadcast on KRWC (1360 AM), WCCO (830 AM) radio and KARE 11, KSTP 5, and KMSP 9 TV.

If school is closed on a particular day due to emergency, daily substitute teachers who are assigned for that day will not receive compensation. If school starts late or dismisses early due to an emergency, daily substitute teachers scheduled for a full day in grades 1 through 12 will receive a full day of compensation. ***It is the responsibility of the substitute teacher to be aware of school delays or closing notices on days when you are assigned to work.***

THE SUBSTITUTE TEACHER WORKFORCE

Keeping our substitute teacher workforce current is a year-round task. Additions are made to our substitute teacher list when there is a need. Substitute usage may vary depending on the degree to which illness and professional activity require teachers to be absent from regular duties. When necessary, a substitute will be engaged to replace an absent teacher.

The selection and assignment of substitute teachers is a high priority for district staff. ISD #877 views its substitute workforce as an important part of a commitment to the best education possible for pupils in all the schools.

To begin, all substitute teachers must be approved through the Human Resource office. You must hold a current Minnesota Teacher's License, complete the appropriate substitute teacher application at www.bhmschools.org, and complete and successfully pass a criminal history background check before being allowed to substitute teach in the district. Substitute teachers approved to substitute in the district will be notified.

LICENSURE FOR SUBSTITUTE TEACHING

Substitute teachers are required to maintain an active Minnesota teaching or substitute license. A standard Minnesota teaching license allows a substitute to teach in any elementary or secondary assignment up to 14 consecutive days in a single assignment. In order to substitute teach longer than 15 days consecutively, a license for the appropriate subject area and/or level is required.

Definitions:

Long-Term Substitute Teacher: A long-term substitute teacher is one who replaces the same teacher for 16 or more consecutive school days. A long-term substitute teacher shall hold a Minnesota license valid for the assignment.

Daily Substitute Teacher: A daily substitute teacher is one who teaches on a day-to-day basis, not to exceed 15 consecutive school days replacing the same teacher. A daily substitute teacher shall hold a Minnesota license valid for full-time employment or a Minnesota short-call substitute license. These licenses are valid for functioning as a daily substitute teacher at all grade levels and fields.

Types of Licenses Valid for Short-Call Substitute Teaching:

Minnesota License Valid for Full-Time Employment in a Minnesota School District: Any Minnesota teaching license valid for full-time employment in a Minnesota school is valid for short-call substitute teaching outside the full-time licensure field.

Lifetime Short-Call Substitute Teacher License (2003 K12 Omnibus Bill): Lifetime licenses are issued to applicants who 1) hold a continuing five-year teaching license and receive a retirement annuity, 2) hold an out-of-state teaching license and receive a retirement annuity from teaching experience, or 3) hold a five-year teaching license, taught three years in an accredited Minnesota non-public school, and receive a retirement annuity from teaching experience. Continuing clock hours are not required.

Five-Year Short-Call Substitute Teacher Licenses: Five-year short-call substitute licenses are issued to applicants who have completed preparation in teacher education that led to full licensure in the governmental jurisdiction in which the teacher preparation was completed. A Five-year short-call substitute license expires five years from June 30th nearest the date the license is issued.

Limited Short-Call Substitute Teacher Licenses: Limited short-call substitute licenses shall not be granted if teachers who hold regular teaching licenses are available. If a district is experiencing a hardship in securing a sufficient number of regularly licensed teachers to meet the district's needs for short-call substitute teachers, the designated administrator of an employing public school district may request that a short-call substitute license be granted to an applicant who holds a baccalaureate degree from a college or university that is accredited by the regional association for the accreditation of colleges and secondary schools. A limited short-call substitute license expires two years from June 30th nearest the date the license is issued.

LONG-TERM SUBSTITUTES

A substitute who completes one thirty (30) days of continuous teaching in the same assignment is considered a long-term substitute. A long-term substitute contract will be issued at a step and lane agreed upon by the school district and the long-term substitute. Long-term substitutes are covered under the Teacher Master Agreement.

WORDS OF WISDOM FROM VETERAN SUBSTITUTE TEACHERS

- Expect the unexpected and you'll never be surprised.
- Manage student behavior by continually walking around the classroom.
- In order for students to do what is expected of them, they need specific instructions.
- Be proactive and assertive in the classroom; don't wait for students to set the tone for the day.
- Compliment students whenever possible.
- Don't threaten consequences or make promises you can't carry out.
- Make sure all classroom materials (books, calculators, etc.) are accounted for BEFORE students leave the room.
- Those who laugh.... last.

HOW SUBSTITUTES ARE ASSIGNED

Once a substitute teacher is added to the district substitute teacher list, their name will be entered in the Absence Management System. Absence Management is an automated system that allows teachers to enter their absence in the system, then subs can search for available assignments at anytime. Absence Management will also call substitutes based on preference lists managed by the district if the absence gets down to the last minute and the assignment remains open. **TIP:** *The Absence Management System calls on a limited basis. Substitutes who are proactive in searching for assignments and placed on teacher preference lists will generally receive assignments more often.*

Once your name and information is entered into the Absence Management System, the system will keep an up-to-date list of available substitute teachers. Teachers, authorized building secretaries, and administrators may request any appropriately qualified substitute from the authorized list. If the teacher or school does not make a specific request for a substitute, Absence Management will release the information to qualified substitutes from the authorized list. If the assignment is last minute, Absence Management will begin to call substitutes in a random order to give everyone on the list equal opportunities.

Absence Management knows which substitutes accept assignments and which frequently turn down assignments. Those that accept assignments are automatically moved to the top of the call list.

The Absence Management system contacts substitute teachers between 5:00-10:00 a.m. and 5:00-10:00 p.m. only on the day before or the day of an assignment. **TIP:** *If you do not wish to be called during those hours or want to change the hours to receive phone calls, you must log into your Absence Management account to make those changes. Doing this helps the Absence Management system know to move on to the next available substitute and keeps from penalizing you for not answering or accepting an assignment. Plus, it prevents the system from calling you multiple times on a particular morning when it knows in advance you are not available. If a building secretary has to get involved in the calling process and sees your name on the list, she assumes you are available and will also try to contact you. Please help us by being sure to use the Tell Absence Management When to Call feature.*

WHAT IS EXPECTED OF THE SUBSTITUTE TEACHER

District Expectations:

A substitute teacher should be able to assume all of the duties and responsibilities of the regular teacher in a given day. Short and long-term substitutes may also be required to participate in staff meetings, teacher committees, and parent conferences. See Attachment A for a copy of the District Calendar. A substitute teacher will be held to the same professional conduct codes as any licensed teacher. See Attachment B - Employee Drug and Alcohol Offenses Policy.

School Expectations:

The substitute teacher has numerous responsibilities upon arrival at the school.

1. Duty hours for substitute teachers are the same as those hours for the regular staff of the school in which you are substituting. Please report to the assigned building at least thirty (30) minutes before the start of the student day, even though on some days you may not receive a call for subbing until late in the morning. Following is each school's/students schedule:

Secondary Schools 8:45 a.m. – 3:20 p.m. (*please plan to arrive at least 20 minutes early*)

Elementary Schools 7:50 a.m. – 2:30 p.m. (*please plan to arrive at least 20 minutes early*)

Half-Day Schedules are as follows: (*Times may vary slightly according to building.*)

High School:	*8:30 a.m.-11:45 a.m.	AND	*11:46 a.m.-3:30 p.m.
Middle School:	*8:30 a.m.-12:04 p.m.	AND	*12:09 p.m.-3:30 p.m.
Elementary Schools:	*7:30 a.m.-11:00 a.m.	AND	*11:01 a.m.-2:30 p.m.

**These hours are approximately and can vary by building. Please use these hours as guidelines. Exact hours will be listed on your Absence Management confirmation page. Please always plan to arrive at least 20 minutes prior to your actual start time. Some students do arrive a little early to the classroom.*

2. **Always bring your Absence Management confirmation number and check in at the school office when you arrive.** The building secretary will direct you to where the assignment for that day is, the lesson plans and provisions left by the teachers, etc. If you will be late, sick or are otherwise unable to work, these will be your contact #s:

Buffalo High School	Traci Pederson	763-682-8111
Phoenix Learning Center	Mona Wiseman	763-682-8682
Buffalo Community Middle School	Courtney Bouman	763-682-8202
Parkside Elementary School	Sue Bartz	763-682-8523
Discovery Elementary School	Sharon Uttke	763-682-8410
Tatanka Elementary School	Andrea Wiegert	763-682-8615
Hanover Elementary School	Melissa Steward	763-682-0824
Montrose Elementary School	Melissa Wycoff	763-682-8345
Northwinds Elementary School	Kim Goelz	763-682-8801
PRIDE	Nancy Smolensky	763-682-8784

3. You will be expected to wear a visitor identification badge in each of the buildings.
4. Adult meals are available in the cafeteria at the cost of approximately* \$1.85/breakfast and \$3.45/lunch. (**Please note prices change once/yr and may not be accurately reflected at the time of publication.*)
5. Be sure to check whether or not your day includes any special supervision tasks such as lunchroom, hall supervision, etc. The office will give you that information.

6. You will be expected to conduct the class in a manner which maintains proper classroom work habits and discipline. Maintaining good classroom control enhances learning. A substitute should take charge just like the regular teacher. Do not hesitate to contact the building office in case of difficulty.
7. Substitute teachers share an ethical and legal responsibility with the regular staff in regards to confidentiality. We must respect the confidentiality of all information regarding students, parents, and the other school personnel. See Attachment C - Data Privacy Policy.
8. You may need to supervise paraprofessionals working with individuals or groups of students.
9. You must maintain safety of all students. See Attachment D - Mandatory Child Abuse and Neglect Reporting Policy and Procedure, and Attachment E - Religious, Racial and Sexual Harassment and Violence Reporting Policy and Procedure.
10. Substitute teachers should conduct themselves in a professional manner at all times in interactions with staff and students. Staff language and behavior provides a model for student conduct.
11. It is not appropriate to use language that is demeaning or disrespectful as a means of correcting behavior, or in response to student behavior, or as humor. Further, it is never appropriate to use profanity at school. Substitute teachers are expected to refrain from any physical contact with staff and students.
12. Substitute teachers should dress in a professional manner that allows interaction with students and provides for ease of physical activity. Clothes should be neat and clean.
13. At the conclusion of your day, you should leave a message for the teacher regarding what you covered, significant incidents and directions left with students. Leave the room, blackboard, desk, and windows in as good of a condition as you found them. Be sure to follow building procedures regarding locking of doors.
14. Specific directions and procedures unique to each school will be shared with you at that school.

THE DO's AND DON'Ts OF SUBSTITUTING

1. **Do** speak in a whisper for attention. Students have to be quiet to hear what you're saying. **Don't** raise your voice. Kids are used to being yelled at, and it doesn't faze them at all.
2. **Do** correct papers for the assignments you issued. The teacher doesn't want to return to a stack of unmarked papers. **Don't** send papers home without letting the classroom teacher see them first.
3. **Do** arrange an audible signal (such as a whistle) before you take students out on the playground. You may have to recall them in a hurry. **Don't** release students outside without reinforcing rules (time-out spot, boundaries, etc.)
4. **Do** familiarize yourself with school and classroom rules before class convenes. **Don't** expect the students to interpret the classroom and school rules accurately for you. ("We're allowed to sit on the floor for math;" "Tuesday is extra recess day;" "Ms. Smith said we have until tomorrow to study for the quiz.")
5. **Do** be sure to obtain accurate directions to the school before starting out in the morning. **Don't** be the last to arrive and the first to leave the building.
6. **Do** notify the teacher next door if an emergency occurs. **Don't** leave students unattended, even if personal needs arise.
7. **Do** attempt to sit with staff in the faculty room during breaks and lunch. **Don't** isolate yourself in the classroom. You may make some good contacts by getting to know other staff members.
8. **Do** walk your students to specialists' classes (music, PE, etc.) **Don't** allow students to move through the school unattended.
9. **Do** encourage students with positive comments. **Don't** point out problem areas in a student's work until voicing at least one complaint.
10. **Do** develop motivating rewards (five extra minutes of recess, a quick game, etc.) to elicit desired behavior. **Don't** dwell on negative behaviors.

CLASSROOM CLIMATE AND MANAGEMENT

Classroom management includes all the things that teachers do to secure and maintain student cooperation and involvement in classroom activities. Recent research indicates that successful management involves not merely responding effectively when problems occur but preventing problems from occurring. In general, effective classroom managers are better at giving clear directions and information, frequently stating desired attitudes and behavior, providing activities and assignments with higher levels of student success, presenting clear expectations for work standards, providing consistent responses to appropriate and inappropriate student behavior and frequently using classroom rules and procedures to deal with behavior problems.

An effective substitute teacher quickly establishes expectations for student performance, arranges activities for high-at-task student activity, continually monitors student performance and establishes positive rapport with students.

Safety and order must be paramount considerations, and advice or assistance from the principal of the school should be sought if concerns arise.

SUGGESTIONS FOR CLASSROOM MANAGEMENT

Here are some suggestions to help you and the students enjoy your substitute experience:

1. Discipline is based on mutual understanding, through honest, open communication.
2. Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner.
3. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, self-knowledge, resilience, initiative, and resourcefulness are some necessary prerequisites.
4. Teach what the teacher asked you to cover, and keep the students busy with that subject matter for the entire period scheduled. If you do not understand from the notes left by the teacher how the lesson should proceed, feel free to ask another teacher of the same grade or course for some further information. The important thing is to convey to the students that you are a master of that subject matter and that the work you are asking them to do is as important as the work their regular teacher would be asking them to do at that time.
5. As a substitute you can help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting.
6. If there is time before the class arrives, review the day's schedule and become familiar with related activities. When the students arrive, introduce yourself and write your name on the board. Try to call students by their names. This tends to prevent problems. To help you remember the students' names, use a seating chart or name tags.
7. If discipline problems arise which you are unable to manage, the principal should be contacted immediately for assistance.
8. In any situation, no matter how well managed, emergencies will arise. Accidents, illnesses, the administering of medication, and other emergencies must be referred to the principal.

8. Good communication between you and the regular teacher is essential to the students' continuity of learning. You should provide the regular teacher with a summary of each day's accomplishments. You can do this by writing a summary.

WHAT TO DO IF LESSON PLANS ARE NOT AVAILABLE

District 877 has a well-developed curriculum for grade levels and subject areas. Teachers are expected to follow the curriculum set forth by the District and to establish plans for a substitute teacher to continue the established curriculum when necessary.

Substitute teachers are expected to follow the lesson plans left by the regular classroom teacher. In most cases, the teacher will have lesson plans available for the substitute teacher. Occasionally, the absence of the teacher is such that no lesson plan is developed for a substitute. If lesson plans are not readily available:

1. Try to maintain a continuity of lessons by referring back to the last completed day in the day book, if available, and then do a reasonable follow-up to the previous lesson.
2. Accumulate and use your own prepared materials (a "survival kit"), including materials such as math worksheets or problems, creative writing exercises, or educational games.
3. Younger pupils often are upset by a departure from regular routines; let them know that some things will be done differently that day. Ask for their cooperation.

WORKING WITH PARENTS

Substitute teachers will usually not have direct interaction with parents/guardians. The principal and support staff will have more information regarding a student. If a parent/guardian calls or visits the school, welcome their contact and **refer them to the principal**. Inform the principal as soon as possible that the parent called or visited the school. **The principal will provide guidance in interaction with parents/guardians.**

IF I HAVE QUESTIONS, WHO DO I CALL?
--

Call the building directly (see page 8)... (see page 7 for phone #s)

- a) if you are ill or for some other reason you are not able to work.
- b) if you need to clarify the assignment (teacher and location).

2. Contact the School Administrator... (see page 7 for phone #s)

- a) if you have encountered any problems during a specific assignment.
- b) if you become ill and need to leave for the day.

3. Call the HR Department... (763-682-8712)

- a) if you have questions regarding pay rates.
- b) for questions regarding your qualifications for sub teaching or licensure.
- c) If you have questions regarding the use of AESOP.

4. Contact the Payroll Department... (763-682-8701)

- a) if you have any questions regarding your payroll check.

Buffalo-Hanover-Montrose School District Calendar 2016-17

S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
August/September	October	November	
28 (29) (30) (31) (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	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	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	
December	January	February	
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	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	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	April	May	
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)	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 <u>16</u> 17 18 19 20 21 22 23 24 25 26 27 28 29 30	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	
June	() = Teacher Workshop/No School 174 Student Days Terms 45-43-43-43 = No School/Holiday		
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			

Important Dates

Aug. 29-Sept. 1	Teacher Workshop Days	February 20	President's Day - No School K-12
September 5	Labor Day - No School K-12	March 31	Teacher Workshop
September 6	1 st Day of School		No School K-12
October 19	Teacher Workshop - No School K-12		End of 3 rd Term
October 20-21	Fall Break - No School K-12	April 3-7	Spring Break - No School K-12
November 11	Teacher Workshop	May 29	Memorial Day - No School K-12
	No School K-12	June 8	Last Day of School
	End of 1 st Term	June 9	Commencement
November 23-25	Thanksgiving Break - No School K-12		Teacher Workshop
Dec. 23-Jan. 2	Winter Break - No School K-12		End of 4 th Term
January 16	Martin L. King Jr. Day - No School K-12		
January 27	Teacher Workshop		
	No School K-12		
	End of 2 nd Term		

FOR YOUR INFORMATION

INDEPENDENT SCHOOL DISTRICT #877
214 1st Ave NE
Buffalo, MN 55313-1697

TIME SHEET PAYROLL SCHEDULE
2016-2017

<u>PAY DATE</u>	<u>PAY PERIOD</u>	<u>DUE IN PAYROLL BY NOON</u>
07-15-16	06-16-16 thru 06-30-16	07-06-16
07-29-16	07-01-16 thru 07-15-16	07-20-16
08-15-16	07-16-16 thru 07-30-16	08-03-16
08-30-16	07-31-16 thru 08-15-16	08-18-16
09-15-16	08-16-16 thru 08-30-16	09-06-16
09-30-16	08-31-16 thru 09-15-16	09-20-16
10-14-16	09-16-16 thru 09-30-16	10-05-16
10-28-16	10-01-16 thru 10-15-16	10-19-16
11-15-16	10-16-16 thru 10-30-16	11-04-16
11-30-16	10-31-16 thru 11-15-16	11-18-16
12-15-16	11-16-16 thru 11-30-16	12-06-16
12-29-16	12-01-16 thru 12-15-16	<u>12-19-16</u>
01-13-17	12-16-16 thru 12-30-16	01-04-17
01-30-17	12-31-16 thru 01-15-17	01-18-17
02-15-17	01-16-17 thru 01-30-17	02-06-17
02-28-17	01-31-17 thru 02-15-17	<u>02-17-17</u>
03-15-17	02-16-17 thru 02-28-17	03-06-17
03-30-17	03-01-17 thru 03-15-17	03-21-17
04-14-17	03-16-17 thru 03-30-17	04-05-17
04-28-17	03-31-17 thru 04-15-17	04-19-17
05-15-17	04-16-17 thru 04-30-17	05-04-17
05-30-17	05-01-17 thru 05-15-17	05-18-17
06-15-17	05-16-17 thru 05-30-17	06-06-17
06-30-17	05-31-17 thru 06-15-17	06-20-17

Paydays are the 15th and the 30th of each month. If a payday falls on Saturday, Sunday or Holiday, payday will be Friday prior.

Time Sheets will be returned if all necessary information is not complete. This can cause delays in payment.

DISTRICT POLICIES

All policies can be accessed on the district website by following these steps:

Website: www.bhmschools.org School Board > Policies > 400 Employee/Personnel

DISTRICT POLICIES

- | | |
|-----------------|---|
| Policy #413 | – Harassment & Violence (Religious/Racial/Sexual) |
| Policy #413/514 | – Bullying Prohibition |
| Policy #414 | – Mandated Reporting of Child Neglect or Physical or Sexual Abuse |
| Policy #415 | – Mandated Reporting of Maltreatment of Vulnerable Adults |
| Policy #423 | – Employee/Student Relationships |
| Policy #418 | – Drug-Free Workplace/Drug-Free Schools |
| Policy #419 | – Tobacco-Free Environment |

Please sign the Substitute Teacher Inventory Sheet indicating the above policies have been reviewed.
(page 21)

TECHNOLOGY ACCEPTABLE USE POLICY

Technology Acceptable Use Policy Summary

We should all be aware that the school board has established a policy that defines what constitutes acceptable and unacceptable uses of the district's technology resources for all users. This Acceptable Use Policy (AUP) applies to all students and staff. The entire policy (#524) can be found online at www.bhmschools.org.

Limited Education Purpose

The purpose of this document is to provide a quick summary of the most important elements of the district's policy. First, please understand that the district provides technology for a "limited education purpose" as described in section III of the policy:

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is not merely to provide students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

The district has no right or desire to monitor what you do on your own computer in your home, but it has a clear educational and legal interest in ensuring that its equipment is used appropriately. **If you are unsure whether a particular use of school equipment is appropriate within the guidelines set forth in the AUP, please talk to your direct supervisor.** Most cases are straightforward and could be answered by asking yourself this simple question:

Would it be OK if my supervisor or students knew that I was using the district's resources for this purpose?

Expectation of privacy

Staff members must understand that, like students and their lockers, there should be *no expectation of privacy with respect to school-owned technology*. The district's technology department may use filtering software to monitor software and traffic on the district's computers and network for security purposes. Such monitoring software may inadvertently capture all kinds of information that could uncover an unacceptable technology use. The Technology Department will report abuses of the technology system to the employee's supervisor.

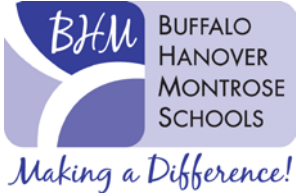
Additional notifications

Please see page 23 of this document for additional information regarding user responsibilities.

FINAL SIGNATURE PAGES

PLEASE SIGN THE FOLLOWING PAGES AND RETURN TO THE HR OFFICE:

- New Substitute Inventory Sheet (pg. 22)
- User Notification of School Board Policy # 524 (pg. 23)
- Data Privacy (pg. 24)



New **SUBSTITUTE TEACHER** Inventory

(Teachers, ESPs, Food Service, Custodian, Office)

Independent School District 877

Substitute's Name _____

FORMS (completed by HR)

- Payroll Set-Up Form
- W-4 Form
- Direct Deposit
- Employment Eligibility Verification (I-9)
- Submitted 2 forms of Identification
- Trusted Employees Background Check

I HAVE REVIEWED THE FOLLOWING DISTRICT POLICIES (completed by Sub)

- Bloodborne Pathogen Law
- Worker Compensation Information
- Harassment & Violence
- Bullying Prohibition
- Mandated Reporting / Child & Vul. Adult
- Drug-Free Workplace / Drug-Free Schools
- Tobacco-Free Environment
- Technology – Acceptable Use Policy

I acknowledge that I have been given a copy of and had the opportunity to ask questions of each of the items checked above. A copy of this inventory will be kept with my substitute teacher file.

Substitute Teacher's Signature _____

Date _____

RETURN THIS SIGNED FORM TO HUMAN RESOURCES

FOR OFFICE USE ONLY....

SUPERVISOR or EMPLOYEE REVIEWING PAPERWORK

- | | |
|---|--|
| <input type="checkbox"/> Enter Background Screening Information | <input type="checkbox"/> Send COMPLETED payroll forms to Payroll |
| <input type="checkbox"/> Place Background Report in sub's file | <input type="checkbox"/> Place SIGNED Technology Policy in sub's file |
| <input type="checkbox"/> Review background check when complete (24/48 hrs.) | <input type="checkbox"/> Sign & place this checklist in the sub's file |
| <input type="checkbox"/> If RED FLAG, notified HR of discrepancy | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Add NOTES to background check if necessary | |

FOR PAYROLL USE ONLY

ITEM	RECEIVED	N/A
-------------	-----------------	------------

PAYROLL DEPT.

Payroll Set-Up Form	_____	_____
W-4	_____	_____
Employment Elig. Verification	_____	_____

SUPERVISOR'S SIGNATURE

Supv. Signature or Person Completing Form

Date: _____



USER NOTIFICATION OF SCHOOL BOARD POLICY 524

Page 22 contains a "summary" of policy #524. The district's website (www.bhmschools.org) contains a copy of the policy in its entirety.

School Board Policy #524 requires the district to notify users of its technology systems of the following:

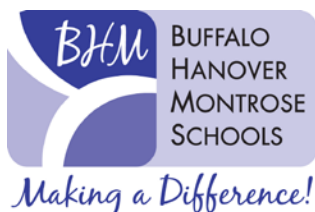
1. Access to the Internet is subject to compliance with school district policies.
2. The school district is not responsible for information stored on individual disks, computers, or servers; information retrieved through school district computers, networks, or online resources; personal property used to access school district computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school district resources or accounts to access the Internet.
3. The contents of files or e-mail may be scanned at any time as part of the routine maintenance of the district's technology. Employees should not consider the files stored on school district devices or computers, the network, or Internet cloud services, or the contents of their e-mail private.
4. Even though the district employs filters to keep objectionable content from students and staff, the filters are not foolproof. The filters alone cannot enforce the provisions of Responsible Use Policy.
5. All provisions of the Responsible Use Policy are subordinate to local, state, and federal laws.
6. In addition to reading policy #524, employees need to be aware and comply with the e-communication guidelines referenced in the policy.
7. BHM Schools Policy #406 on public and private personnel data and Policy #515 covering protection of public records govern e-communications including the collection, creation, reception, maintenance and dissemination or distribution of data via the Internet.
8. Legal or disciplinary action may be taken in response to violations of the district's Responsible Use Policy.

I have read and understand the terms of the Buffalo-Hanover-Montrose Schools Acceptable Use Policy for district technology.

Name (please print)

Signature

Date



Buffalo-Hanover-Montrose Schools
Independent School District 877

214 1st Ave NE
Buffalo, MN 55313
763.682.8712 (Phone)
763.682.8714 (Fax)
www.buffaloschools.org

Buffalo Hanover Montrose Data Privacy

Most of the data school employees know or create about students is private data and includes academic, personal, attendance, medical, disability, special education, and disciplinary information. Logically, it is in these areas where breaches of data privacy occur. A good rule of thumb is to remember that almost all information on a student kept by school employees in any form is subject to federal and state data privacy laws. School district employees are bound by data privacy laws regarding student records at all times including at the employee's work site, other district sites, and in the community.

To avoid data privacy violations, it is important to remember that private educational data can only be shared with staff members who have a "professional need to know." Good practice would be to refuse to discuss a particular student with any other student or with parents/guardians other than his/her own. Violations of data privacy laws may result in criminal penalties, civil penalties, and/or disciplinary action related to employment.

Confidentiality Statement

I hereby agree to regard all information received in the performance of my employment for Buffalo Hanover Montrose Schools as confidential. I understand that Buffalo Hanover Montrose Schools respects its students, staff and volunteer's rights with regard to privacy of information and I agree to comply with these rights in the performance of my employment duties. For the complete data privacy policy go to: <http://www.bhmschools.org/information/policies/500-students/515-Protection-and-Privacy-of-Pupil-Records>

Employee Name (Please Print Clearly)

Employee Signature & Date