

---

**ISD 877**



***2020-2021***  
***Substitute Teacher***  
***Handbook***

---



# TABLE OF CONTENTS

	<b><u>PAGE</u></b>
Introduction	4
District Mission Statement	4
Equal Opportunity Policy	4
Section 504 of The Rehabilitation Act of 1973	4
Workers Compensation Law and Accident Reports	4
Blood Borne Pathogens and BBP Training Dates	5-6
Licensure for Substitute Teaching	6-7
Long-Term Substitutes	7
The Substitute Workforce	7
How Substitutes Are Assigned	7-8
Non-Availability For Work	8
Emergency Closings	8
Things to Note with Absence Management / AESOP	9
Absence Management Guide	10-11
School Locations & Principals/Secretary Contact Numbers	12
Pay Rates – Daily, Short-Term and Long-Term Pay Rates	13
Teacher Retirement Association (TRA)	14
Payroll Schedule and District Calendar	14-15
How to View Your Paystubs	16-17
If I Have Questions, Whom Do I Call?	17
What Is Expected of The Substitute Teacher	18-19
Working With Parents	19
The Do's and Don'ts of Substituting	19
Classroom Climate and Management	19-20
Words of Wisdom From Veteran Substitute Teachers	20
District Policies & Procedures	21-22
Final Signature Page	23

## 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 or 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.

## ACCIDENT REPORTS

Questions regarding reporting injuries can be sent to BHM Business Office Secretary at 763-682-8705. 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.

## **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.

Substitutes hired after the last session may complete their training online or they may contact our District Nurse directly at (763) 682-8211 who 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 may send a copy of your BBP certification to: ISD 877, Attn: Human Resources, 214 1st Avenue NE, Buffalo, MN 55313.

## **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.

## **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](http://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.

## **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 (FKA: AESOP) is an automated system that allows teachers to enter their absence in the system, and then subs can search for available assignments at any time. 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 are 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.

### **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 or has a last minute emergency before an assignment should immediately login to Absence Management/AESOP and remove their self from the sub assignment. This gives other substitutes the opportunity to pick it up so we still have classroom coverage. A courtesy call/voicemail/email to the secretary at the building you were going to sub at is also appreciated, but not required; see phone #s on page 11. 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**

Closings and delays are always posted to the District's website and Facebook page. Substitutes will not receive a phone call or email notification when school is delayed, cancelled or for an early dismissal. 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 kindergarten 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.



## THINGS TO NOTE WITH AESOP/ABSENCE MANAGEMENT

- Be proactive and accept jobs based on your busy schedule.
- The phone number that appears on caller id is: 1-800-942-3767. (If you are on the National Do Not Call list it could interfere with telephone calls. In this case the web is a better option when searching for and accepting substitute jobs and receiving confirmations).
- Do not hang up on AESOP, always say "HELLO." If you pick up the phone and don't say "hello" or anything at all, AESOP assumes you are not there and will disconnect. If this happens, if you don't want the assignment, simply press the option to "reject the job" and AESOP will not contact you again for that job.
- AESOP will NOT leave a message on answering machines.
- AESOP will call or email you if you have been removed from a job.
- AESOP will send you an email notice if the details of your job have changed.
- Check AESOP on the morning of an assignment to see if anything has changed before you leave for work that morning.
- **Adding Non-Work Days: If you know in advance that you can't work on a particular day, simply log into AESOP and select the ADD NON-WORK DAY to your calendar. Or, if you prefer to use the telephone, simply call 1-800-942-3767 and select the "personal preferences" option to add a non-work day to your calendar. If you have not listed a day in AESOP as a Non-Work Day, AESOP (and building secretaries) assume you are available and you may receive multiple phone calls beginning at 5:00 a.m.! To avoid being disturbed when you know you cannot work that day, simply use the NON-WORK DAY feature to enter the days you are not available to work.**
- AESOP only calls on the day before or day of an absence from: 5:00 - 10:00 a.m. & 5:00-10:00 p.m.
- You can change the call time by going to TELL AESOP WHEN TO CALL on the computer or use the telephone and follow the personal preferences option.
- AESOP only calls on the day before or day of an absence. You can see and hear about jobs up to 15 days before the absence by either logging onto the computer or calling the '800' number. AESOP is designed to allow you to be proactive, and subs who are proactive generally find jobs faster than those who wait for phone calls.
- **AESOP will not call you if the school district has a delay or cancellation.** Messages will be posted on the information screen (on the computer). Please listen to the radio and/or television broadcasts to learn when school is closed or delayed due to weather, etc.

# Absence and Substitute Management



## LOGGING IN ON THE WEB

To log in to the absence management system, type [signin.frontlineeducation.com](http://signin.frontlineeducation.com) in your web browser's address bar and select Sign In for the "Absence Management" feature.

The Sign In page will appear. Enter your ID and PIN and click Login.

## CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

## CREATING AN ABSENCE

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Learning Center to search a knowledge base of help and training materials.



## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

### When You Call into Absence Management

To call, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – Press 1
- Prevent Aesop from calling again today – Press 2
- Prevent Aesop from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

## SCHOOL LOCATIONS & PRINCIPALS/SECRETARY CONTACT NUMBERS

<u>School</u>	<u>Main Phone</u>	<u>Address</u>	<u>Administrator</u>	<u>Secretary</u>	<u>Secretary Phone</u>
Buffalo High School	763-682-8100	877 Bison Blvd., Buffalo	Mark Mischke	Traci Pederson	763-682-8111
wRight Choice <i>An alternative to out of school suspension</i>	763-684-2395	Wright County Justice Center 3700 Braddock Ave NE, Buffalo	Mark Mischke	Traci Pederson	763-682-8111
Phoenix Learning Center <i>Alternative Learning Center Grades 9-12</i>	763-682-8680	877 Bison Blvd., Buffalo	Stephanie Ward	Mona Wiseman	763-682-8685
Buffalo Community Middle School	763-682-8200	1300 Hwy 25 N, Buffalo	Matt Lubben	Angela Anderson	763-682-8202
Discovery Elementary School	763-682-8400	301 2nd Ave NE, Buffalo	Mat Nelson	Candice Pfeffer Rozeske	763-682-8410
Hanover Elementary School	763-682-0800	274 LaBeaux Ave. NE, Hanover	Brad Koltes	Melissa Steward	763-682-0824
Montrose Elementary School of Innovation	763-682-8345	100 2nd Street S., Montrose	Tony Steffes	Melissa Wycoff	763-682-8346
Northwinds Elementary School	763-682-8800	1111 7th Ave. NW, Buffalo	Carmen Tubbs	Kimberly Hills	763-682-8801
Parkside Elementary School	763-682-8500	207 3rd St NE, Buffalo	Jeanna Miller	Sue Bartz	763-682-8523
Tatanka Elementary STEM School	763-682-8600	703 8th St NE, Buffalo	Don Metzler	Andrea Wiegert	763-682-8615
PRIDE <i>18-21 year old transition program for special needs young adults</i>	763-682-8890	800 8th St NE, Buffalo	Amy Ernst	Jill Mischke	763-682-8784

## DAILY SUBSTITUTES TEACHER PAY RATES

Daily substitute teachers are scheduled using the Absence Management System. The rate of pay is as follows:

### Days 1-20:

\$140.00/day for a full day. (NOTE: two ½ days = 1 full day).

\$70.00/day for a half day (3.75 hours or less, excluding lunch).

### Days 21-50:

After you have substituted twenty (20) full days in the current school year\*, you will be compensated an additional \$10/day (commencing on the 21st day).

\$150.00/day for a full day. (NOTE: two ½ days = 1 full day).

\$75.00/day for a half day (3.75 hours or less, excluding lunch).

### Days 51-80:

After you have substituted fifty (50) full days in the current school year\*, you will be compensated an additional \$10/day (commencing on the 51st day).

\$160.00/day for a full day. (NOTE: two ½ days = 1 full day).

\$80.00/day for a half day (3.75 hours or less, excluding lunch).

### Days 81+:

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

\$170.00/day for a full day. (NOTE: two ½ days = 1 full day).

\$85.00/day for a half day (3.75 hours or less, excluding lunch).

\*Days begin a new cycle at the start of each school year, subbing as an ESP or in ECFE do not count towards days worked for pay increase.

\*\*The substitute daily rate of pay does not guarantee prep time. On occasion, 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 7.5% and District 877 contribution is 8.13%.)

### TIME SHEET PAYROLL SCHEDULE

**2020-2021**

<u>PAY PERIOD</u>	<u>BY NOON</u>	<u>DUE IN PAYROLL</u>	<u>PAY DATE</u>
07-15-20	06-16-20 thru 06-30-20		07-02-20
07-30-20	07-01-20 thru 07-15-20		07-20-20
08-14-20	07-16-20 thru 07-30-20		08-04-20
08-28-20	07-31-20 thru 08-15-20		08-19-20
09-15-20	08-16-20 thru 08-30-20		09-02-20
09-30-20	08-31-20 thru 09-15-20		09-18-20
10-15-20	09-16-20 thru 09-30-20		10-05-20
10-30-20	10-01-20 thru 10-15-20		10-20-20
11-13-20	10-16-20 thru 10-30-20		11-04-20
11-30-20	10-31-20 thru 11-15-20		11-18-20
12-15-20	11-16-20 thru 11-30-20		12-03-20
12-30-20	12-01-20 thru 12-15-20		12-18-20
01-15-21	12-16-20 thru 12-30-20		01-04-21
01-29-21	12-31-20 thru 01-15-21		01-20-21
02-12-21	01-16-21 thru 01-30-21		02-02-21
02-26-21	01-31-21 thru 02-15-21		02-17-21
03-15-21	02-16-21 thru 02-28-21		03-03-21
03-30-21	03-01-21 thru 03-15-21		03-18-21
04-15-21	03-16-21 thru 03-30-21		04-02-21
04-30-21	03-31-21 thru 04-15-21		04-20-21
05-14-21	04-16-21 thru 04-30-21		05-05-21
05-28-21	05-01-21 thru 05-15-21		05-19-21
06-15-21	05-16-21 thru 05-30-21		06-02-21
06-30-21	05-31-21 thru 06-15-21		06-18-21

- Paydays are the 15th and the 30th of each month.
- Dates worked 31 - 15<sup>th</sup> are paid out on the 30<sup>th</sup> & Dates worked 16<sup>th</sup> - 30<sup>th</sup> are paid on the 15<sup>th</sup>
- If a payday falls on Saturday, Sunday or Holiday, payday will be Friday prior.
- Your first paycheck with the district will be a paper check, mailed to your home. All future pays will be via direct deposit.
- **Licensed Substitutes will not sign a paper timesheet because their work time is tracked online through Absence Management/AESOP.**
- Please contact payroll at (763) 682-8701 with any questions.

## Buffalo-Hanover-Montrose School District Calendar 2020-21

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
<b>August/September</b>							<b>October</b>							<b>November</b>						
30 (31)	(1)	(2)	(3)	4	5						1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	(13)	14
13	14	15	16	17	18	19	11	12	13	(14)	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
<b>December</b>							<b>January</b>							<b>February</b>						
		1	2	3	4	5					1	2			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	(29)	30	28						
							31													
<b>March</b>							<b>April</b>							<b>May</b>						
	1	2	3	4	5	6					1	(2)	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
<b>June</b>							( ) = Teacher Workshop/No School							174 Student Days						
	1	2	3	4	5		■ = No School/Holiday							Terms 45-43-43-43						
6	7	8	9	10	(11)	12								Semesters 88-86						
13	14	15	16	17	18	19								Calendar A.2						
20	21	22	23	24	25	26														
27	28	29	30																	
<b>Important Dates</b>																				
Aug. 31 - Sept. 3	Teacher Workshop Days							February 15	President's Day											
September 7	Labor Day - No School K-12								No School K-12											
September 8	1 <sup>st</sup> Day of School							April 2	Teacher Workshop											
October 14	Teacher Workshop								No School K-12											
	No School K-12								End of 3 <sup>rd</sup> Term											
October 15-16	Fall Break - No School K-12							April 5-9	Spring Break											
November 13	Teacher Workshop								No School K-12											
	No School K-12							May 31	Memorial Day											
	End of 1 <sup>st</sup> Term								No School K-12											
November 25-27	Thanksgiving Break - No School K-12							June 10	Last Day of School											
Dec. 24-Jan. 1	Winter Break - No School K-12							June 11	Commencement											
January 18	Martin L. King Jr. Day								Teacher Workshop											
	No School K-12								End of 4 <sup>th</sup> Term											
January 29	Teacher Workshop																			
	No School K-12																			
	End of 2 <sup>nd</sup> Term																			



## Skyward Instructions

To view your payroll information, you will need to log into Skyward. Username is supplied by district.

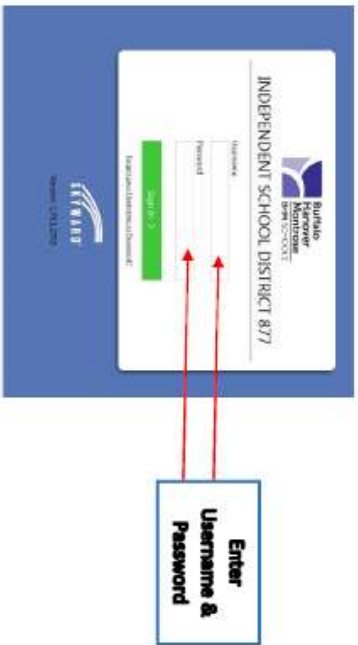
Case Specific Website: <https://go0.gl/HvskJ>

(We recommend you bookmark site once you reach the log in page for easy access.)

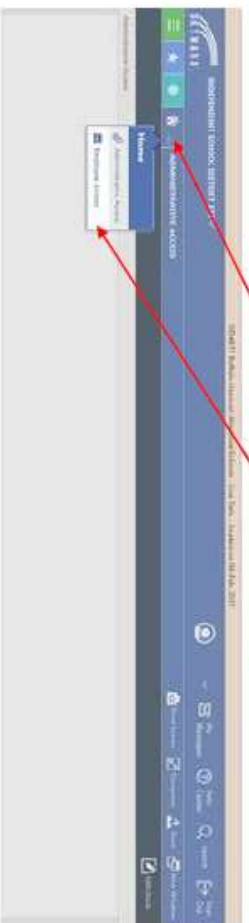
Password: Last 4 numbers of your social.

Please Note: *It's very likely that your first check will be a paper check depending on when the direct deposit information you provided goes through a pre-note process. It may also be possible for your first check to be direct deposit; all subsequent payrolls will be direct deposit.*

### Login Screen:



If screen is showing administrative access when you log in, you must switch to employee access to view your payroll information.



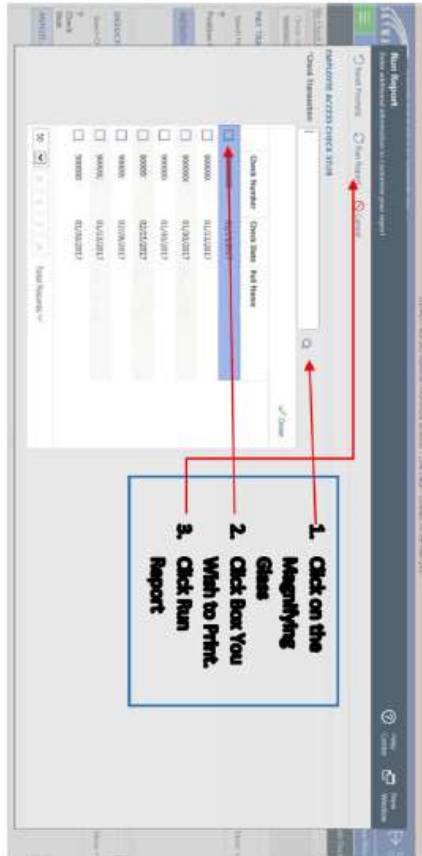


**How to Print Pay Check with District Logo for Bank Certifications:**

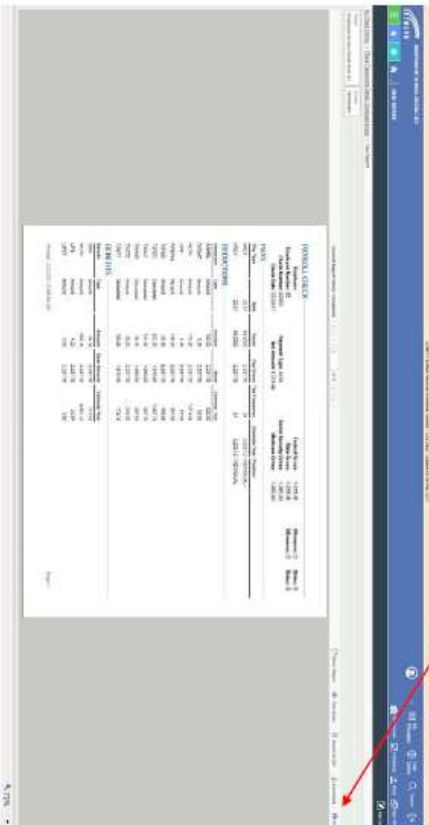
**Click Reports/Employee Access Check Sub**



**1. Click on the Magnifying Glass**  
**2. Click Box You Wish to Print**  
**3. Click Run Report**



**Click Print**



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

1. Call the BUILDING directly (see page 12)...
  - a) if you are ill or for some other reason you are not able to work (please remove yourself from the assignment in AESOP/Absence Management FIRST).
  - b) if you need to clarify the assignment (teacher and location).
  - c) if you are working another assignment within the district and are running behind for an afternoon shift in another building.
2. Contact the SCHOOL ADMINISTRATOR... (see page 12)
  - 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 HUMAN RESOURCES Department... (763-682-8712)
  - a) for questions regarding your qualifications for sub teaching or licensure.
  - b) If you have questions regarding the use of AESOP/Absence Management.
4. Contact the PAYROLL Department... (763-682-8701)
  - a) if you have any questions regarding your payroll check.
5. Contact Job-u-lator...
  - a) For ALL Job-u-lator related questions.

## 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 Policies listed at the end of this handbook and/or on our website.

### School Expectations:

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

- 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 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)

School	Morning	Afternoon
Elementary	*7:30 a.m.-11:00 a.m.	*11:01 a.m.-2:30 p.m.
Middle School	*8:30 a.m.-12:04 p.m.	*12:09 p.m.-3:30 p.m.
High School	*8:41 a.m.-12:41 p.m.	*12:15 p.m.-3:30 p.m.

\*PLEASE NOTE: These hours are approximate and may vary by building. Please use these hours a guideline. 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 into the classroom.
- 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, please contact the school directly and when possible, remove yourself from AESOP as soon as possible.
- You will be expected to wear a visitor identification badge in each of the buildings.
- Adult meals are available in the cafeteria at the cost of approximately\* 2.20/breakfast and \$3.85/lunch. (\*Please note prices change once/yr and may not be accurately reflected at the time of publication.)
- 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.
- 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.
- 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.
- You may need to supervise paraprofessionals working with individuals or groups of students.
- You must maintain safety of all students.
- 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.
- 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.

- 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.
- 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.
- Specific directions and procedures unique to each school will be shared with you at that school.

## **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.

## **THE DO's AND DON'Ts OF SUBSTITUTING**

- 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.
- 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.
- 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.)
- 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.")
- 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.
- Do notify the teacher next door if an emergency occurs.
  - Don't leave students unattended, even if personal needs arise.
- 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.
- Do walk your students to specialists' classes (music, PE, etc.)
  - Don't allow students to move through the school unattended.
- Do encourage students with positive comments.
  - Don't point out problem areas in a student's work until voicing at least one complaint.
- 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.

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

- Discipline is based on mutual understanding, through honest, open communication.
- Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner.
- 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.
- 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.
- As a substitute you can help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting.
- 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.
- If discipline problems arise which you are unable to manage, the principal should be contacted immediately for assistance.
- 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.
- 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.

### **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.

## SUMMARY OF SCHOOL DISTRICT PROCEDURES, POLICIES AND NOTICES:

Revised January 2020

All employees, including substitutes, coaches and volunteers are required to be familiar with school district procedures, policies & notices. Policies are available online at [www.bhmschools.org](http://www.bhmschools.org). Please initial on your inventory checklist as they are reviewed with you. If you have any questions, please contact your supervisor, Administrator or Human Resources.

---

### PROCEDURES

#### Bloodborne Pathogen Standard

The Federal Bloodborne Pathogens Standard was adopted by the State of Minnesota on June 6, 1992. The intent of the law is to minimize, reduce or eliminate occupational exposure to Bloodborne pathogens (disease carrying micro-organisms which may be present in blood and other body fluids and are capable of carrying disease). **The school district will determine if your position is covered under the Bloodborne Pathogens Standard and will schedule you to receive an in-service and annual update if applicable to your position.**

#### Workers Compensation

All compensated employees, including coaches and substitutes, are covered by workers' compensation if injured on-the-job. Workers' compensation provides reasonable and necessary medical care for injured workers. **Injured employees must report their injury to the front office as quickly as possible, but no longer than 24 hours after the injury occurred.** Workers Compensation questions can be directed to the Business Office.

### POLICIES

#### Policy #414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse

When school personnel in Minnesota know or have reason to believe a child is being neglected or physically or sexually abused, they have the legal duty to report immediately to one of the following: law enforcement; local child welfare agency; or, if the suspected abuser is a school employee or agent, the Minnesota Department of Education (MDE). When a school employee is the alleged abuser, MDE is responsible for conducting the investigation. The law enforcement agency, the local welfare agency, and MDE have cross-reporting responsibilities under the law. **Also, for purposes of mandatory reporting, "immediately" means as soon as possible but no longer than 24 hours after being made aware of or after personally observing an incident.** The policy gives some good examples of what constitutes abuse or neglect, and Principals and Administrators are a good resource if you are unsure what to do. Also, a call can always be made to Child Protection to share your concerns/observations. Child Protection will work with you to determine if a report is needed.

#### Policy #415 – Mandated Reporting of Maltreatment of Vulnerable Adults

We have a young adult population 18-21 years of age at both Buffalo High School and our PRIDE location in downtown Buffalo, MN. **As a school district employee or substitute, you are required by law to be a mandated reporter of maltreatment of vulnerable adults.** That means it is a violation of this policy for any school personnel, including substitutes, to fail to immediately report instances of maltreatment of these special needs young adults when you know or have reason to believe they are being maltreated or have knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained. *The policy gives some good examples of what constitutes abuse or neglect, and Principals and Administrators are a good resource if you are unsure what to do. Please promptly report all instances to your local Human Services agency or discuss your concerns with the building administrator for further guidance. Reports must be made within 24 hours of observation.*

#### Policy #413 – Harassment and Violence

**The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.** The school district prohibits any form of harassment and violence and asks that you report such behavior to building administration immediately. If a student (or adult) comes to you to report or you personally witness harassment or violence, please document the details on appropriate Harassment and Violence Report Form; #413 that can be found in any school office or on the district website.

#### Policy #514 – Bullying Prohibition

**The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.** No teacher, administrator, volunteer, contractor or other employee (including substitutes) of the school district shall permit, condone, or tolerate bullying. Report all instances immediately to building administration and document the details of form #514 which can be found in any school office or on the district website.

#### Policy #423 – Employee/Student Relationships

**Relationships between employees and students are prohibited.** The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee (including substitutes, coaches and volunteers) are to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within standards of conduct. This policy applies to all school district personnel and those representing school district personnel (coaches/volunteers) at all times, whether on or off duty and on or off school district locations.

#### Policy #417 – Chemical Use & Abuse

Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.

#### Policy #418 – Drug Free Workplace/Drug-Free School and Policy #419 – Tobacco-Free Environment

**Buffalo-Hanover-Montrose Schools is drug free, tobacco free and alcohol free anywhere on the school premises and grounds.** That means that if you smoke and you go to your car to smoke on break, your car must be parked "off" school premises to smoke in your car. You may park on the street if street parking is available; otherwise, you must physically leave the school grounds to smoke.

### **Policy #524 – Technology**

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 email 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.

### **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.

# New SUBSTITUTE TEACHER Inventory

Buffalo-Hanover-Montrose Schools, ISD 877

SUBSTITUTE NAME: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

## FORMS & TRAININGS

- Trusted Employees Background Check
- Notice of School District Procedures & Policies
- Buffalo Hanover Montrose Data Privacy
- HR/Payroll Set-Up
- Summary of School District Notices
- Technology Policy #524
- BHM Employee Hep B Vaccine Consent
- Direct Deposit Enrollment
- Voided Check
- I-9 Form Employment Eligibility Verification
- Submitted 2 forms of Identification (for I-9)
- W-4 Form – State
- W-4 Form – Federal
- Bloodborne Pathogen
- Bully Prevention

## I HAVE REVIEWED THE FOLLOWING DISTRICT POLICIES

- Bloodborne Pathogen
- Worker Compensation
- Mandated Reporting / Child & Vul. Adult
- Harassment & Violence
- Bullying Prohibition
- Employee/Student Relationships
- Chemical Use & Abuse
- Drug-Free Workplace / Drug-Free Schools
- Tobacco-Free Environment
- Technology – Acceptable Use Policy
- Data Privacy & Confidentially

Many of our licensed subs also choose to sub as a Special Educational Support Professional (ESP) if there are no licensed positions available for the day. Please indicate below if you wish to receive opportunities for subbing as an ESP in addition to your licensed sub opportunities. I understand that the pay is hourly at the current ESP sub rate and the days do not count towards my increase in pay for days that I sub as a licensed teacher.

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

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.

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 \_\_\_\_\_