

# SUBSTITUTE TEACHER HANDBOOK

HYSHAM PUBLIC SCHOOLS

Revised July 2024

## **Application for substitute teaching**

Forms may be obtained from the high school office. Applications will be reviewed and placed on the active substitute list upon board approval and successful background check.

Hysham Schools will periodically conduct a substitute teacher workshop.

## **Qualifications**

Substitute teachers must have graduated high school and must sign and return their substitute teaching application.

## **Performance responsibilities**

- Enable students to pursue their education as fully as possible in the absence of the regular classroom teacher.
- Maintain as fully as possible the established routine of the school and the classroom to which he or she is assigned.
- Assume responsibility for overseeing pupil behavior during class, lunch, and recess/breaks.
- Leave a note for the teacher explaining how the day went and what was completed.
- Follow all policies, rules, and procedures that teachers are subject to and which good teaching practices dictate.
- Always maintain confidentiality.
- Be in the building at 8:00 a.m. until the buses leave after school is dismissed (unless other arrangements are made through the office).

## **Salary and pay period**

Non-certified substitute teachers will be paid \$10.30 per hour. Certified substitute teachers will be paid \$15.00 per hour, and partial days will be prorated accordingly.

A Montana-certified teacher who substitutes for 30 consecutive days will then be placed on the teacher salary schedule in the appropriate area of expertise.

It is the responsibility of the substitute teacher to pick up and complete a claim form each time he or she substitutes. These may be picked up at the main office at the end of the substitute's day.

Pay checks are distributed on the 20<sup>th</sup> of each month. They may be picked up in the school clerk's office or they will be mailed at the end of the day if not picked up.

Substitute teachers will be called in to work on an as-needed basis. Substitute teachers who have skills and training in specific areas may be given preference if that subject area is open on a specific day.

## **Arrival and Check-In**

Upon arrival at school, please check in at the main office. You will then head to the assigned classroom where you will find a substitute teacher folder that will contain the class schedule/routines, duty schedules (recess, lunch, hall, bus etc., when applicable), lesson plans, class roster, and any class rules (and playground rules for the elementary).

We strongly urge persons interested in substitute work to visit the school and teachers to become familiar with procedures, building layout, and staff. (Please check in at the office when visiting school.)

## **Rights and Responsibilities**

1. Report to the main office when you arrive at school.
2. Arrive at the designated time.
3. Become familiar with the routine of the school, policies, rules, classroom, and curriculum.
4. Follow the teacher's lesson plan as closely as possible.
5. Seek guidance from the superintendent in any unusual situation.
6. Follow the teacher's instructions on if there is any correcting to complete.
7. Leave a note for the regular teacher regarding the activities of the day.
8. Leave the room in an orderly condition, with doors and windows locked and lights off.
9. Perform the regular teacher's extra duties (recess, lunch, etc.)
10. Report any major disciplinary problems (ones that grossly interfered with the learning process) to the superintendent.
11. After the children have been dismissed, remain in the building until all responsibilities are completed.
12. Before leaving, check in with the main office to see if your services will be requested the next day.

Substitute teachers have the same rights and responsibilities as regular teachers; therefore, they are responsible for noon duty, recess duty, and bus duty if assigned the regular classroom teacher that day. They also have permission to use the teacher workroom. Substitute teachers may eat for free while they are supervising students in the cafeteria.

## **Attendance and lunch count**

Attendance and lunch count should be delivered to the office by 8:10.

Please leave a record of junior high and high school attendance by class period; elementary attendance is taken in the morning and afternoon. Please leave the classroom teacher a record of late arrivals and any departures.

## **Fire drills**

Substitutes are responsible to review and familiarize themselves with fire drill procedures. Fire drill and exit schedules will be posted in each classroom.

## **Admittance to class**

In the junior high and high school, do not admit late students without a tardy slip.

## **Classroom management and disciplinary responsibilities**

- Provide an orderly learning climate.
- Be fair and honest with the students.
- Correct students who do something unacceptable.
- Never show favoritism.
- Respect students, and in return, they will respect you.
- Keep students interested and busy.

## **Behavior problems**

Discipline is best done by the teacher, but on some occasions, the substitute may need assistance. If a problem arises that the substitute cannot handle, the substitute should send the student or students to the office with a note explaining the situation.

Keep students in the classroom unless the regular classroom teacher has indicated that students may go elsewhere in the lesson plans. Do not allow students to roam the halls.

## **Confidentiality**

Substitute teachers are subject to the same confidentiality rules as the regular teacher. Any confidential information obtained from a student, teacher, or any other school personnel will be kept confidential, both in and out of school.

## **Telephones**

School telephones are available for personal use on a limited basis. The expense of any long-distance call is the responsibility of the caller. The administration reserves the right to limit personal calls at any time to avoid excessive use of the telephone. Substitute teachers will not be called from the class except in the case of emergencies. Please do not use cell phones when you are supervising students.

## **Items to do at the end of the day**

- Write a summary for the regular teacher indicating what materials were covered for the day and what was not covered.
- Provide a list of students who were absent or tardy.
- Check to see that all windows are closed and locked and that the classroom door is locked and all lights are off.

- Fill out your claim form in the main office.

### **Drug-Free Workplace Policy 5226**

All District workplaces are drug- and alcohol-free. All employees are prohibited from:

- Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one that is:

- Not legally obtainable;
- Being used in a manner other than as prescribed;
- Legally obtainable but has not been legally obtained; or
- Referenced in federal or state controlled-substance acts.

As a condition of employment, each employee will:

- Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
- Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
- Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs, to provide information to District employees; and
- Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee-assistance programs.

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of Five Thousand Dollars (\$5,000) or more, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee's conviction, within ten (10) days after receiving notice of the conviction.

### **Tobacco-Free Working Areas/No Vape Policy**

In the interest of having healthy employees and positive health models for students, Hysham Public Schools is a tobacco-free campus. Use of tobacco products or vaping materials is not allowed on any school property.

### **Child Abuse And/Or Neglect Policy**

Recognizing the potential harmful effects of child abuse and neglect, Hysham Public Schools hereby supports those sections within Montana Code Annotate which are concerned with the reporting of suspected cases of child abuse and neglect and requires compliance of this law by all school employees who work during regular school hours. Legal Ref: MCA 41-3-201.

Any school employee who fails to report known or suspected cases of child abuse or neglect, or who prevents another person from reasonably doing so, is civilly liable for the damages primarily caused by such failure or prevention in accordance with Montana Law. MCA 41-3-207.

Any "abused or neglected child" is a child whose normal physical or mental health or welfare is harmed or threatened with harm by the acts of omission of his/her parent or other persons responsible for his/her welfare.

"Harm to a child's health or welfare" means the harm that occurs whenever the parent or the other person responsible for the child's welfare (a) inflicts or allows to be inflicted upon the child's physical or mental injury; (b) commits or allow to be committed a sexual assault against the child or exploits the child or allows the child to be exploited for sexual purposes; (c) causes failure to thrive or otherwise fails to supply the child with adequate food or fails to supply clothing, shelter, education, or health care, though financially being able to do so; or (d) abandons the child by leaving him/her under circumstances that make reasonable the belief that the parent or other person does not intend to resume care of the child in the future.

This law provides for all records concerning reporting child abuse or neglect to be confidential and immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, unless the person acted in bad faith or with malicious purpose. MCA 41-2-203

When a teacher, school official, or other employee who works during regular school hours suspects child abuse or neglect, that person should immediately notify social services.

Legal Ref: MCA as cited above; also see MCA Title 41, Minors, Chapter 3, Child Abuse, Neglect, and Delinquency

### **Sexual Harassment/Sexual Intimidation Policy**

Hysham School District #1 is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student's ability to work and learn. The district prohibits sexual harassment and sexual intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer, or student, and whether committed against a coworker, supervisor, subordinate, contractor, volunteer, or student. The district finds such behavior just cause for disciplinary action.

Whereas sexual harassment and sexual intimidation substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or sexual intimidation against any employee or student, who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender. This policy applies to individuals attending any event on District property, whether or not that event is District sponsored or to District sponsored events, regardless of location.

Inquiries or complaints regarding sexual harassment or sexual intimidation should be directed to Ms. Glenda Skillen, Title IX/Section 504 Coordinator. Copies of the entire policy are available upon request.

## **Hints for Success**

Before you arrive:

- Dress professionally
- Avoid extremes in clothing or makeup.

After you arrive:

- Go over lesson plans and information left for you by the classroom teacher.
- Secure the materials and equipment necessary for carrying out the planned activities.
- Familiarize yourself with recess times, lunch periods, music and PE periods, and the schedule and routine of the class.
- Welcome the students when they arrive to class.
- Try to learn student names.
- Start each class immediately with the assigned tasks.
- Be sensitive to the mood of the class if a special situation exists.
- Be prepared to assume all responsibilities of the classroom teacher, including special duties.
- If asked to administer specialized or standardized test, spend extra time going over instruction. Grade these types of assignments only if instructed to do so.
- Use “free time” to plan and prepare materials.
- Check for posted safety instructions (escape routes).
- Introduce yourself to teachers in nearby classrooms
- Keep notes, bulletins, and other communications for the classroom teacher.
- Turn in all money collected to the office, with detailed notes on who turned in money and what it was for.
- At the end of the day, leave the regular teacher a note of what was accomplished and what needs to be completed.