

SUBSTITUTE TEACHER HANDBOOK

Fortine School District

Schools today face great pressure to make sure every learning day counts. Substitute teachers are called upon to keep learning going when regular classroom teachers must be absent.

Procedures/Responsibilities for District Substitutes:

The Fortine School District does have a dress code; please no jeans except on Fridays, which are considered to be a dress down days, unless there is a school function such as a spelling bee, open house, etc..

1. Complete the district application for substitute teaching: forms may be obtained by contacting the District Office and will be available for the Substitute/Guest Teacher Workshop put on by either the District or the Northwest Educational Cooperative. Applications will be reviewed and those selected will be approved by the Board of Trustees, notified and placed on the active substitute list.
2. Qualifications:
 - a. Must have minimum qualifications established by the Montana School Board Association and the State Department of Public Instruction;
 - b. Must have graduated from high school or have a G.E.D.
 - c. Must have completed a substitute workshop. (Exceptions may be made for certified teachers);
 - d. Must have satisfactory background check completed;
 - e. Must have satisfactory pre-employment drug test completed.
3. Performance Responsibilities:
 - a. Perform duties of the teacher according to their schedule;
 - b. Maintain as fully as possible the established routine of the school and the classroom to which assigned;
 - c. Enable students to pursue their education as fully as possible in the absence of their regular teacher;
 - d. Assume responsibility for overseeing pupil behavior during class, lunch, and recess as scheduled;
 - e. Daily; leave a note of the work completed for the regular teacher;
 - f. Verify with school secretary whether he/she will be needed the following day;
 - g. Follow all policies, rules, and procedures that teachers are subject to and which good teaching practices dictate; always careful to maintain confidentiality;
 - h. Read and adhere to Board policy and directives. (Board Policy is available on our website, on-line, or in the office).
4. Substitutes are to complete W-4, I-9 and TRS membership election forms and return to the Office before the first working day.
5. Salary and Pay Period:
 - a. Substitute pay is \$55.00 per day or \$27.50 per half day. Substitutes must get prior approval from building administration if the duty day is to exceed the 7 ½ hour maximum (allowances are made for buildings that have duty days that exceed the maximum 7 ½ hours).

Based on Administrative Rules of Montana (ARM10.55.716 Substitute Teachers) after 35 consecutive teaching days, a substitute teacher may be employed to carry on the duties of that teacher's position.

All contracted substitutes will record their time on the time sheets provided by the district. They will then be paid on a per-day rate based on their placement on the salary schedule.

If a substitute has worked the 35-day probationary period and then requires a day off, they will not lose their status on the teacher salary schedule provided they do not exceed five consecutive days. If the substitute is placed on a temporary contract, they will have pro-rated sick leave and personal leave credited to them. The teacher placed under contract will also have the opportunity to participate in the district's health insurance plan with contributions withheld as required while under temporary contract. Upon completion of the temporary contract all district benefits will cease.

A temporary contract for substitute teachers is not binding on the district in regard to tenure laws.

6. How substitutes are selected by the individual classroom teachers:
 - a. Substitute teachers who have skills and training in specific areas may be given preference when that subject area is open;
 - c. If you are unacceptable as a substitute teacher, the principal will so indicate to the office and you will no longer be called upon to substitute.

Reasons might include:

- Lack of classroom control;
- Not fulfilling your performance responsibilities;
- Not maintaining confidentiality in and out of school;
- Not meeting the qualifications for a substitute teacher.

7. Substitute information, (including substitute folder, notebook and lesson plan book), will be available through the school secretary or in the teacher's classroom or mailbox.
8. Please review the following:
 - a. Schedules;
 - b. Room assignments;
 - c. Detention and in-school suspension
 - d. Playground rules
 - e. Hall duty supervision
 - f. Procedures used in the individual classroom

- g. Lunch duty;
 - h. Recess duty
 - i. Bus duty;
 - j. Teacher handbook;
 - k. Cell phone procedure and protocol.
9. We strongly urge persons interested in substitute work to visit the school and become familiar with procedures, building layout and staff. (The Principal must be called for an appointment.)
10. Substitutes have the same rights and responsibilities as the regular teachers and in our district; therefore, you are responsible for the following:
- a. Noon duty – if it is assigned to the regular teacher that day;
 - b. Hall duty – if assigned to the regular teacher that day;
 - c. All other rights and responsibilities listed in the teacher and student handbooks;
 - d. Classes offered for credit to staff may in turn be offered to substitutes at their own expense.
11. Lunch: You may participate in the school lunch program for adult price per meal, if employed that day. You may bring your own lunch.
12. Substitutes are responsible for reviewing and becoming familiar with fire drill and lockdown procedures:
- a. Fire drill exit schedule will be posted in the classroom and in the teacher’s substitute folder;
 - b. Fire drill and lockdown procedures are detailed in the Substitute folder, which is located in each classroom.
13. Procedure when arriving at your teaching station: The teacher will have a folder in his/her desk, file cabinet, or mail box for the substitute which will include the following:
- a. Seating chart or roll list of students;
 - b. List of students on medication;
 - c. List of students with disabilities as applied to the specific class;
 - d. Fire drill exit schedule;
 - e. Class schedule and bell schedule;
 - f. Lunch schedule;
 - g. Duty schedule;
 - h. Emergency medical information;
 - i. Detention policy;
 - j. Accident reports;
 - k. Specifications for grading papers and recording grades.
14. Conduct opening exercises: Conduct in the elementary schools as scheduled:
- a. Introduce yourself—write your name on the board;
 - b. Pledge of Alligance
 - c. Attendance;
15. Review the recess, lunch, and lavatory procedures as outlined in the handbooks. If you have any questions regarding this, contact the principal or ask another teacher.
16. Classroom management and disciplinary responsibilities:
- a. Provide an orderly learning climate;
 - b. Be fair and honest with the students;

- c. Correct students who do something unacceptable;
 - d. Never show favoritism;
 - e. Respect students and in return they will respect you;
 - f. Keep students interested and busy.
17. Make a meaningful experience out of a teacher's lesson plans by:
 - a. Becoming familiar with books being used in the class;
 - b. Referring to the teacher's manual;
 - c. Carrying out instructions.
 18. What to do with behavior problems in the classroom or other areas of the school:
 - a. Call the office requesting the principal's assistance.
 19. Each teacher will indicate in their sub folder whether papers are to be graded.
 20. Students have the same responsibilities toward a substitute that they have for the regular teacher. Teachers are to inform students what is expected of them when there is a substitute.
 21. Send the students to the library or special classes only if the teacher has indicated this on the lesson plans for the day.
 22. Confidentiality: Substitutes are subject to the same confidentiality rules as the regular teachers. Any confidential information obtained from a student, teacher or other school personnel will be kept confidential, both in and out of school.
 23. At the conclusion of your day and before you leave the building, make sure you have done the following:
 - a. Write a summary for the regular teacher indicating what materials were covered for the day and what was not covered in the daily lesson as outlined in the plan book;
 - b. Make a list of students that were absent or tardy;
 - c. If necessary a list of students who did not work, complete assignments, or were a discipline problem in any way;
 - d. Check to see that all windows and classroom doors are locked and all lights are turned off.

TEACHERS' RESPONSIBILITIES TO THE SUBSTITUTE

1. It is the classroom teacher's responsibility to prepare the students for the substitute teacher. The teacher should explain reasons why substitutes must be called in during the year, and what is expected of the students in ways of class attitude, studying and behavior.
2. Teachers are to notify the principal when a substitute is needed. In case of an emergency, call the school as soon as possible. If a teacher knows in advance when a substitute is needed, he/she is to let her know as far in advance as possible.
3. Lesson plans, records, and other information are to be current and available for the substitute. Leave these in your desk, mailbox or in the office with the secretary.

4. Teachers are to have worksheets and materials available with the lesson plans so they are with the lesson plan book in the morning.
5. Materials to be posted in the classroom:
 - a. Class Schedule;
 - b. Fire drill exit schedule.
6. Teachers will be required to make a written evaluation of the substitute's work immediately and turn it into the building principal. This evaluation will include the following information.
 - a. Lesson plans were carried out as specified;
 - b. Show whether students felt there were any discipline problems or lack of classroom control;
 - c. Suggestions for the substitute.

DRUG FREE WORKPLACE – Board Policy 5226

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

- Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises, in district vehicles, or while performing work for the District.

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

- not legally obtainable;
- being used in a manner different than 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 shall:

- 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 the District premises or while performing work for the District, no later than five (5) days after such a 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, re-entry, and any employee assistance programs.

District Action Upon Violation of Policy

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 shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days after receiving notice of the 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 \$5,000 or more, the Principal shall notify the appropriate state or federal agency from which the District receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

TOBACCO FREE WORKPLACE - Board Policy 8225

Tobacco-Free Schools

The Board believes it is the right of the nonsmoker to breathe clean air. The Board also believes tobacco smoke in a school building denies occupants access to clean air and introduces a substantial health hazard especially to those who may be suffering from cardiovascular disease, impaired lung function, asthma, hay fever, certain eye disorders, and/or allergies to smoke.

Additionally, because of the health hazards associated with the use of other types of tobacco as well as the debris associated with it, the Board declares the District to be tobacco free. The Board also establishes a ban on all tobacco advertising on school property, at school functions, or in school publications.

This policy is designed to protect and enhance indoor air quality and contribute to the health and well-being of all students and staff. It is also designed to establish a positive model for the students of the District.

Student Tobacco Use

All use of tobacco in any form by students is banned anywhere on school property, and violation is subject to disciplinary action as determined by the District's discipline policy.

Staff Tobacco Use

All school buildings, vehicles, and school property are hereby declared tobacco free. No use of tobacco will be permitted in District facilities, vehicles, or on school property. Limitations or prohibitions of tobacco use are applicable to all hours.

Tobacco Use on District Property at Public Functions

No use of tobacco shall be allowed on school premises during any public function except as part of an approved classroom instruction. This applies to students, staff, and visitors.

Definitions

For the purpose of this policy, the following definitions shall apply:

"Tobacco Use" – the burning of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco **OR** the use of any substance which contains tobacco (such as "chew" or smokeless tobacco).

"Public School Building or Public School Property"

1. • public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and
2. • includes playgrounds, school steps, parking lots, all campus buildings/facilities, gymnasiums, locker rooms, and school buses.
3. • all vehicles, buildings, and grounds either owned or leased by the District.

"Visitors" – individuals who are neither enrolled in nor employed by the District.

"Student" – an individual enrolled in any public or private school.

Implementation

Students, staff, and the public will be informed annually of the Board's smoking policy through appropriate student and staff handbooks and the posting of NO TOBACCO USE signs at building entrances, in common areas, and in appropriate conference, reception, and waiting rooms.

Enforcement

Students – as per the District's discipline policy.

Staff – as per the progressive discipline procedure.

Visitors – Citizens who are observed using tobacco in school buildings, vehicles, or on school property shall be asked to refrain from doing so. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other District supervisory personnel responsible for the area in which or program during which the violation occurred. The supervisor shall make a decision on further action, which may include a directive to leave the school building. If deemed necessary by school administration, the local law enforcement agency may be called upon to assist with enforcement of this policy.

Education

Inasmuch as the Board desires students to choose a tobacco-free lifestyle, the Board supports classroom instruction on tobacco education and will provide training for teachers whose instructional duties include tobacco-use-prevention content.

TELEPHONE

School telephones are available for personal use on a limited basis. The expense of all personal long distance telephone calls is the responsibility of the caller. The Principal reserves the right to limit personal calls at any time to avoid excessive use of the telephones.

When calls from home are received for a student, a message will be taken by the office personnel and delivered to the student. Teachers and students will not be called from a class for a phone call except in cases of extreme emergencies.

CHILD ABUSE AND/OR NEGLECT – Board Policy 5232

Abused and Neglected Child Reporting

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Public Health and Human

Services. The employee shall notify the Principal that a report has been made by the employee. An employee does not discharge the obligation to personally report by notifying the Principal.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

SEXUAL HARASSMENT - Board Policy 3225, 3225F, 3226, 5010, 5012

The Fortine School District is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially comprises 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/she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. 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 events on District property, whether or not District-sponsored, and to any school sponsored events regardless of location.

*Inquiries or complaints regarding such should be directed Title IX/Section 504 Coordinator. Copies of the entire policy are available.

Professional Educators of Montana Code of Ethics

Preamble

Education in Montana is a public endeavor. Every Montanan has a responsibility for the schooling of our young people, and the state has charged professional educators with the primary responsibility of providing a breadth and depth of educational opportunities.

The professional conduct of every educator affects attitudes toward the profession and toward education. Aware of the importance of maintaining the confidence of students, parents, colleagues and the public, Montana educators strive to sustain the highest degree of ethical conduct. While the freedom to learn and the freedom to teach are essential to education in a democracy, educators in Montana balance these freedoms with their own adherence to this ethical code.

The Professional Educator in Montana:

Makes the well-being of students the foundation of all decisions and actions;

- Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical, or illegal practice of any person.
- Provides educational services with respect for human dignity and the uniqueness of the student.
- Safeguards the student's right to privacy by judiciously protecting information of a confidential nature.

Fulfills professional responsibilities with diligence and integrity;

- Enhances individual competence by increasing knowledge and skills.
- Exemplifies and fosters a philosophy of education which encourages a lifelong pursuit of learning.
- Contributes to the development and articulation of the profession's body of knowledge.
- Promotes professionalism by respecting the privacy and dignity of colleagues.
- Demands that conditions of employment are conducive to high-quality education.

Models the principles of citizenship in a democratic society;

- Respects the individual roles, rights, and responsibilities of the community; including parents, trustees, and colleagues.
- Assumes responsibility for individual actions.
- Protects the civil and human rights of students and colleagues.

Adopted by the Certification Standards and Practices Advisory Council on October 30, 1997