

# SUBSTITUTE HANDBOOK



Shepherd School District  
Shepherd, MT  
[www.shepherd.k12.mt.us](http://www.shepherd.k12.mt.us)

# **SUBSTITUTE HANDBOOK**

## **Contents**

<b>QUALIFICATIONS</b>	<b>1</b>
<b>EMPLOYEE DRUG AND ALCOHOL POLICY</b>	<b>1</b>
<b>SUBSTITUTE ORIENTATION</b>	<b>1</b>
<b>CONFIDENTIALITY</b>	<b>1</b>
<b>FERPA</b>	<b>2</b>
<b>PERFORMANCE RESPONSIBILITIES</b>	<b>2</b>
<b>BUILDING HOURS</b>	<b>2</b>
<b>DRESS CODE</b>	<b>2</b>
<b>PERSONNEL FORMS</b>	<b>3</b>
<b>SALARY &amp; PAY PERIOD</b>	<b>3</b>
<b>HOW SUBSTITUTES ARE SELECTED AND IN WHAT ORDER THEY ARE CALLED</b>	<b>3</b>
<b>MATERIALS TO BE PICKED UP IN THE OFFICE</b>	<b>3</b>
<b>STUDENT AND TEACHER HANDBOOKS</b>	<b>3</b>
<b>FAMILIARIZE YOURSELF</b>	<b>4</b>
<b>YOUR RESPONSIBILITIES</b>	<b>4</b>
<b>FIRE DRILL PROCEDURES</b>	<b>4</b>
<b>INJURIES</b>	<b>4</b>
<b>ACCIDENT REPORT</b>	<b>5</b>
<b>PROCEDURE WHEN ARRIVING AT YOUR TEACHING STATION</b>	<b>5</b>
<b>CONDUCTING OPENING EXERCISES IN THE ELEMENTARY SCHOOL AS SCHEDULED</b>	<b>5</b>
<b>ROLL CALL AND LUNCH COUNT</b>	<b>6</b>
<b>ADMIT SLIPS</b>	<b>6</b>
<b>DAILY BULLETIN</b>	<b>6</b>
<b>MOVIES</b>	<b>6</b>
<b>CLASSROOM MANAGEMENT AND DISCIPLINARY RESPONSIBILITIES</b>	<b>6</b>
<b>MAKE A MEANINGFUL EXPERIENCE OUT OF A TEACHER'S LESSON PLAN</b>	<b>7</b>
<b>WHAT TO DO WITH BEHAVIOR PROBLEMS IN THE CLASSROOM</b>	<b>7</b>

<b>SUBSTITUTE’S RESPONSIBILITY FOR CORRECTING AND GRADING PAPERS</b>	<b>7</b>
<b>STUDENT’S RESPONSIBILITIES</b>	<b>7</b>
<b>AIDES ARE EMPLOYED</b>	<b>7</b>
<b>STUDENTS TO THE LIBRARY</b>	<b>7</b>
<b>COLLECT ALL ASSIGNMENTS</b>	<b>7</b>
<b>AT THE CONCLUSION OF YOUR DAY</b>	<b>7</b>
<b>TEACHER RESPONSIBILITIES</b>	<b>8</b>
TEACHER RESPONSIBILITIES TO THE SUBSTITUTE TEACHER	8
MATERIALS TO BE POSTED IN THE CLASSROOM	8
SPECIAL AREA TEACHERS	8
WELCOME TO THE SUBSTITUTE	9
WRITTEN EVALUATION OF SUBSTITUTE’S WORK	9
<b>NECESSARY INFORMATION BY SPECIFIC PERIOD HIGH SCHOOL &amp; MIDDLE SCHOOL</b>	<b>9</b>
<b>NECESSARY INFORMATION BY SPECIFIC PERIOD ELEMENTARY</b>	<b>11</b>
<b>EMPLOYEE HEALTH &amp; SAFETY</b>	<b>12</b>

## **APPLICATION FOR SUBSTITUTE TEACHING**

Application Forms may be obtained from the Administration Office located west of the elementary building. Application Forms will be reviewed by the Administration and those selected will be placed on the active substitute list after fingerprint results have been completed (as required by Montana State law) and the School Board has approved the applicant.

## **QUALIFICATIONS**

Must have minimum qualifications established by the Montana School Board Association and the State Department of Public Instruction.

Must have graduated from high school, filled out an application, and if applicant has a teaching certificate, it must be filed with the office.

## **EMPLOYEE DRUG AND ALCOHOL POLICY**

All employees not covered by the negotiated agreement are covered by board policy (5228) and subject to random drug testing at the discretion of the district.

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as part of any school activity is prohibited.

Disciplinary sanctions will be imposed on employees violating these standards of conduct up to and including termination of employment and referral for prosecution.

Drug and alcohol treatment is available in Yellowstone County at Rimrock Foundation. Any employee that has been disciplined or terminated for violations of standards may clear his/her record or apply for reinstatement after successfully undergoing treatment for Chemical Dependency.

## **SUBSTITUTE ORIENTATION**

**All substitute teachers will attend an orientation with the building principal in August. The date will be sent to current Board approved substitutes. During the School year appointments will be made with principals.**

## **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. Substitutes may have more confidential information on students because of the large number of classes they come in contact with in the course of the year; therefore, they are more subjected to confidentiality than the regular teacher.

## **FERPA**

Staff will follow all FERPA rules and regulations. Any violations of FERPA rules and regulations will result in disciplinary action up to and including dismissal. See building principal or superintendent for details.

## **PERFORMANCE RESPONSIBILITIES**

He/She will report to the Principal's office before 7:45 A.M. He/She will remain in the assigned classroom until 4:00 P.M.

He/She will maintain as fully as possible the established routine of the school and the classroom to which it is assigned.

A substitute's goal is to enable students to pursue his/her education as fully as possible in the absence of the teacher.

He/She will assume responsibility for overseeing pupil behavior during class, lunch, and recess.

The substitute will leave a note of work completed at the end of each teaching day for the classroom teacher.

The substitute will verify with the Administrative Office located in the school building they are subbing in whether his/her attendance will or will not be required for the following school day.

He/She will follow all policies, rules, and procedures that teachers are subject to and which good teaching practices dictate.

All employees not covered by the negotiated agreement are covered by board policy (5228) and subject to random drug testing at the discretion of the district.

The substitute will read and adhere to Board Policy and directives. Board Policies are available on our school website at [www.shepherd.k12.mt.us](http://www.shepherd.k12.mt.us) under District Office.

## **BUILDING HOURS**

Students are to be clear of the building by 3:45 P.M. Monday, Tuesday and Thursday, and 2:45 P.M. on Wednesday and Friday, unless they are remaining for activities under the supervision of a teacher.

## **DRESS CODE**

Substitutes will dress in a professional manner. Jeans only permitted on the last day of the week.

## **PERSONNEL FORMS**

Substitutes are to pick up their personnel forms from the District Office. These are to be completed and returned as soon as possible.

## **SALARY & PAY PERIOD**

Teacher substitutes are paid \$11.50/hour, therefore, \$92.00 for an 8-hour day or \$46.00 for a 4-hour day. Classified staff will be paid at the following rates: \$8.75/hour for paraprofessional subs or kitchen helper subs and \$9.00/hour for secretary subs.

A check will be issued on the 7<sup>th</sup> of each month unless it falls on a weekend or holiday. The check will then be issued on the next business day.

## **HOW SUBSTITUTES ARE SELECTED AND IN WHAT ORDER THEY ARE CALLED**

Substitute teachers will be called from two lists of substitute teachers. One list containing those substitutes with degrees and the other list are the substitutes without degrees. We will make every attempt to select a substitute teacher on a rotation basis off the degree list first. Then if necessary, select off the non-degree list on a rotation basis.

1. It will be considered a call if you are called and are not at home.
2. It will be considered a call if you are called and are unable to substitute that day.

Some substitute teachers have indicated a preference between high school or elementary. We will go by your wishes, if possible.

Substitute teachers who have skills and training in specific areas may be given preference if that subject area is open on a specific day.

If you are unacceptable as a substitute teacher, the building principal will so indicate and you will no longer be called upon to substitute. Reason:

1. Lack of classroom control.
2. Not-fulfilling your performance responsibilities.
3. Not meeting the qualifications for a substitute teacher.

## **MATERIALS TO BE PICKED UP IN THE OFFICE**

Teacher's substitute preparation folder. Teacher's keys will be left in the building office. Return to the same office at the end of the day.

## **STUDENT AND TEACHER HANDBOOKS**

Everyone who is selected for substitute work will have access to the student and teacher handbooks on our website at [www.shepherd.k12.mt.us](http://www.shepherd.k12.mt.us) under District Office. Please review these to become familiar with the following:

- a. Schedules.
- b. Room Assignments.

- c. Playground Rules-Elementary and Middle School.
- d. Hall duty supervision.
- e. Procedures used to teach shop, band, etc. Example: Student assigned by classroom teacher to help conduct the class.
- f. Lunch duty (elementary).
- g. Review recess, lunch and lavatory procedures.

### **FAMILIARIZE YOURSELF**

Persons interested in substitute work and selected for substitute work in the Shepherd District should consider visiting our schools to become familiar with procedures, building layout and meeting the staff.

### **YOUR RESPONSIBILITIES**

Substitutes have the same rights and responsibilities as the regular teachers in our district. Therefore, you are responsible for the following:

- a. Noon duty-if assigned to the regular teacher that day.
- b. Hall duty-if assigned to the regular teacher that day.
- c. Detention duty-if assigned.
- d. All other rights and responsibilities listed in the teacher and student handbooks.

### **LUNCH**

You may bring your own lunch or if you choose to eat at school, lunch will be available for purchase. A juice or extra milk will need to be purchased.

### **FIRE DRILL PROCEDURES**

Substitutes are responsible to review and become familiar with fire drill procedures. This information will be located in the elementary, middle school, high school, and teacher handbooks.

- a. Fire drill exit route will be posted in your classroom.
- b. Fire drill exit route may also be found in the substitute folder in the teacher's desk.

### **INJURIES**

In the case of any injury to a student, the main objective is to take care of the child. Never leave an injured student unattended. If unsure of the nature of the injury, do not move, make them as comfortable as possible, keep them warm and get help immediately. If the injury may require medical attention, contact the School Nurse immediately. Report the injury to the office. Fill out an accident report. Leave the classroom teacher a note specifying the details of the accident, and what was done prior to and following the injury.

## **ACCIDENT REPORT**

If a student is injured in any manner during a class in which you have responsibility, an accident report must be completed. A report form is included in your folder. If one is not there, they are available in the office.

## **PROCEDURE WHEN ARRIVING AT YOUR TEACHING STATION**

The teacher will have a folder in his/her desk or file cabinet for the substitute which will include the following information:

- a. Location of prepared lesson plan book.
- b. Seating chart or roll list of students.
- c. Where the teacher's guides and editions are kept.
- d. List of class leaders who will help you with your classes.
- e. Location of your grade book.
- f. List of students who may have difficulties in class.
- g. List of students with handicaps as applied to that specific class.
- h. List of room rules.
- i. Fire drill exit schedule.
- j. Location of items that are not easily seen such as art supplies, etc.
- k. Class schedule and bell schedule.
- l. Any special assignments or information such as lunch room duty (elementary), other duties, homework deadlines, bulletin boards, etc.
- m. How special events such as films, music assembly programs, physical education, library, art and opening exercises are handled.
- n. Emergency medical information.
- o. Whether she/he should or should not grade certain papers and record the grades in the grade book.
- p. Classroom management plan.
- q. Accident reports-how to fill out reports and what procedure to follow.
- r. Attire, if any, for gym classes, art, shop, etc.
- s. Copy of student handbooks.
- t. Lock down and crisis procedures.

## **CONDUCTING OPENING EXERCISES IN THE ELEMENTARY SCHOOL AS SCHEDULED**

- a. Introduce yourself-write name on chalkboard.
- b. Salute to the flag.
- c. Roll call.
- d. Lunch count.



## **ROLL CALL AND LUNCH COUNT**

- a. Elementary: Take roll call in the morning and again after lunch. List students absent or tardy on absentee slips provided. Also, make a list of those students absent or tardy for the teacher.
- b. High school and Middle school: Take roll call at the beginning of each class period. List students absent or tardy on absentee slips provided. Also, make a list of those students absent or tardy for the teacher. Send to the office ASAP by a student helper.
- c. Lunch count: K-12, ask the children how many will be eating school lunch and indicate the number on your a.m. absentee slip.

## **ADMIT SLIPS**

Do not admit students into class without an absentee slip.

- a. If a student has been absent the day before, he/she must have an admit slip before being admitted to class.
- b. If a student does not have such a slip, send the student to the office to obtain the proper slip. This should take no longer than three minutes.

## **DAILY BULLETIN**

For Middle School and High School students, the daily bulletin is delivered to your room in the morning. Read all of the information that pertains to the students in your class. This may also be read over intercom at the high school/junior high level.

## **MOVIES**

Movies shown at Shepherd Schools must be tied to the curriculum and subsequent lesson plans. Movies will not be shown for entertainment purposes. PG and PG-13 rated films shown at Shepherd Schools will require the student to have parent permission, (instructors will provide the permission form), before the student will be allowed to view the movie. If the movie is being shown for a class related grade, and the student does not receive viewing permission from their parent/guardian, an alternative assignment will be provided. (Principal discretion applies to whether a movie may or may not be shown at Shepherd School.)

## **CLASSROOM MANAGEMENT AND DISCIPLINARY RESPONSIBILITIES**

- a. Maintain complete classroom control.
- 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.
- g. Keep students at their desks.

### **MAKE A MEANINGFUL EXPERIENCE OUT OF A TEACHER'S LESSON PLAN**

- a. Becoming familiar with books being used in the class.
- b. Referring to the teacher's manuals in both the high school and elementary.
- c. Using class leaders as much as possible

### **WHAT TO DO WITH BEHAVIOR PROBLEMS IN THE CLASSROOM**

- a. Ask the teacher next door.
- b. Send a note to the office requesting the principal's assistance.
- c. Send the student to the office with a note. Then, follow up on this at the first opportunity to see that the student reported to the office.

### **SUBSTITUTE'S RESPONSIBILITY FOR CORRECTING AND GRADING PAPERS**

Your responsibilities are very limited unless you are substituting for one or more weeks for the same teacher, then all papers should be corrected and graded. The papers should be kept for the regular classroom teacher to look over. The grades should be placed in the grade book or a record kept on paper for the regular teacher.

### **STUDENT'S RESPONSIBILITIES**

Students have the same responsibilities toward the substitute teacher that they have for the regular teacher. Teachers are to inform students what is expected of them when there is a substitute teacher.

### **AIDES ARE EMPLOYED**

Aides are employed in both the elementary and high school district. They are to be utilized as much as possible. These people are more familiar with the programs, students, and classroom procedures than a substitute.

### **STUDENTS TO THE LIBRARY**

Send students to the library only if the regular teacher has indicated this on the lesson plans for that day.

### **COLLECT ALL ASSIGNMENTS**

Collect all assignments as indicated on the lesson plan and place them in the lesson plan book so the regular teacher may correct them.

### **AT THE CONCLUSION OF YOUR DAY**

At the conclusion of your day and before you leave your 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. Write a list of students that were absent and 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.
- e. Before you leave for the day, check in the office with the secretary and ask if you will be needed the following day. This will also assure that you will receive credit and pay for the day taught.

## **TEACHER RESPONSIBILITIES**

### **TEACHER RESPONSIBILITIES TO THE SUBSTITUTE TEACHER**

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.

Teachers are to notify the Building Sub Scheduler in the morning when a substitute is needed. In case of an emergency contact the office as soon as possible. If a teacher knows in advance when a substitute is needed, they are to let the secretary know as far in advance as possible.

Lesson plans, records, and grade books are to be current and available for the substitute. Leave these in your desk, mailbox in the teacher's room, or preferably in the office with the secretary.

Teachers are to have worksheets and materials available with the lesson plans so they may be picked up in the office with the lesson plan book in the morning.

Indicate in your plan book, students in your classes who may assist the substitute.

If you know in advance that you are going to be gone, go over the lesson plans with the substitute and explain what is expected of the students for that day.

### **MATERIALS TO BE POSTED IN THE CLASSROOM**

- a. Class Schedule.
- b. Fire Drill Exit Route.
- c. Seating Chart, if one is used.
- d. Classroom Rules

### **SPECIAL AREA TEACHERS**

Library, shop, labs, music and P.E.

- a.. Have students assigned to help substitute.
- b. If you know in advance when you will be gone, plan a lesson that a substitute can carry out.

**WELCOME TO THE SUBSTITUTE**

Welcome the substitute by introducing yourself and your fellow teachers. If you are familiar with the level or subject area, give as much help as possible to the substitute. Make the substitute's stay as pleasant as possible.

**WRITTEN EVALUATION OF SUBSTITUTE'S WORK**

Teachers are responsible for correcting and grading daily assignments, unless the substitute is working on an extended basis over five consecutive days.

**NECESSARY INFORMATION BY SPECIFIC PERIOD HIGH SCHOOL & MIDDLE SCHOOL**

In each space below specify:

1. Names of class leaders who can be relied on to help in class,
2. Names of students who may have difficulty in class,
3. Names of students on medication,
4. Names of students with handicaps,
5. Any emergency medical information.

<b>PERIOD</b>	<b>CLASS</b>	<b>ROOM</b>
<b>Period 1</b>		
<b>Period 2</b>		
<b>Period 3</b>		
<b>Period 4</b>		
<b>Period 5</b>		
<b>Period 6</b>		
<b>Period 7</b>		

**NECESSARY INFORMATION BY SPECIFIC PERIOD ELEMENTARY**

In each space below specify:

1. Names of class leaders who can be relied on to help in class,
2. Names of students who may have difficulty in class,
3. Names of students on medication,
4. Names of students with handicaps,
5. Any emergency medical information.

<b>PERIOD</b>	<b>CLASS</b>	<b>ROOM</b>
<b>Period 1</b>		
<b>Period 2</b>		
<b>Period 3</b>		
<b>Period 4</b>		
<b>Period 5</b>		
<b>Period 6</b>		
<b>Period 7</b>		

## **EMPLOYEE HEALTH & SAFETY**

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



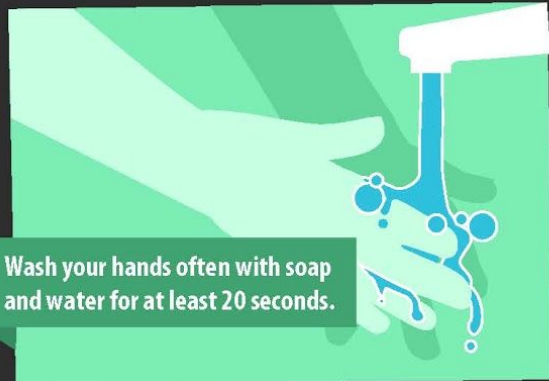
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)