

West Yellowstone School

District #69



Substitute Teacher Handbook

2011-2012

WELCOME

On behalf of West Yellowstone School District #69 we would like to welcome you as a substitute teacher to our school. We are extremely grateful for your willingness to place yourself “on call”, and recognize your dedication in assisting us in providing the finest educational environment for our young students.

The following Substitute Teacher Handbook has been developed to familiarize you with our policies and procedures, and with the hopes you will be more a part of our school.

Short-term substitute teaching can never be easy. Someone said, “The substitute teacher must be ready, motivated, captivated, animated, and coordinated no matter what the subject.” You must not stagnate or hesitate—even when a few students are sometimes obviously ready to make your stay short and uncomfortable. You must be elastic, enthusiastic, and on occasion, gymnastic.

We hope that your substitute teaching experience with us will be satisfying and mutually rewarding for you and the students of West Yellowstone School District.

Have a great day!

General Information

1. Sub Instructor – an individual substitute teacher training is available either individually or during our substitute-training course.
2. Report to the school main office on or before **7:45a.m.** on the day you are scheduled to substitute teach. We will try to schedule an opportunity for you to meet with the teacher you will be substituting for, if we can set up a convenient time for both of you to meet.
3. The administrative secretary will give you keys to the classroom. The appropriate building administrator will assist substitutes in locating lesson plans, textbooks, etc. if assistance is needed. A Substitute Teacher Handbook can be found in the classroom that you will be teaching.
4. It is imperative that substitutes closely follow the teacher's lesson plan. Please see the school administration if you have any questions regarding a teacher's lesson plans.
5. Make every effort to adhere to the teacher's classroom management plan in each and every one of your classes. Classroom management plans will be found in the class lesson/record books.
6. Substitute teachers will be paid \$35.00 a half day, \$70.00 a day, and \$80.00 after 60 days of substituting in School District #69. Substitute time sheets are processed on the 15th of each month and payday is the 20th. Your warrant may be picked up at the district's business office or it will be mailed to your current address.
7. After your last class, bring the Substitute Teacher Handbook to the office and complete the time sheet for that day. At this time ask if the teacher you're substituting for will be back tomorrow, and if not, will your substituting services be needed.
8. Don't hesitate to call or come to the office to get your questions answered. We really appreciate the job you do for the students and us.
9. Be sure to wear your substitute badge at all times when in the building.

OUR SCHOOL: West Yellowstone School District #69 is a K-12 school system with a current enrollment of approximately 200-230 students. Our staff consists of 20 highly qualified teachers and two principals. Teachers have either class or study hall responsibilities for seven (7) hours per day plus one (1) hour for preparation/conference time.

GETTING THE CALL: Once a substitute teacher has made application and has been placed on the substitute list, it is generally assumed that she/he will be available at all times when school is in session. Certified teachers will be given preference in calling and will be rotated to the end of the substitute list at the conclusion of their substitute teaching assignment. Non-certified teachers will be contacted only when a certified teacher is not available. The same rotation sequence will apply for non-certified teachers as well.

Requests for substitute teachers are generally received by 7:00 a.m. and a substitute teacher is called immediately. In the absence of any special instructions, it is assumed that the substitute teacher will report for the assignment at least 20 minutes (7:45a.m.) before the beginning the school day.

REPORTING FOR DUTY: The Administrative Secretary or District Clerk will furnish the substitute teacher with the Substitute Teacher Handbook, necessary keys, lesson plans and/or special instructions. She will also see that the substitute is directed to the proper classroom. The substitute teacher will receive assistance from staff members and is encouraged to ask for assistance.

END OF DAY: Please return the Substitute Teacher Handbook, and other related materials to the office at the end of the substitute teacher period. At this time, you should ask if your services are needed for the following day. It is preferred that the same substitute be maintained on an assignment when the regular teacher is not able to return on the succeeding day. Be sure all students have left your classroom

and the area is secure. Plan on staying until 3:38 p.m. and 2:42 p.m. on Friday if you worked a full day or the afternoon session. Request and complete the West Yellowstone School District #69 time sheet.

EXTRA DUTY ASSIGNMENTS: A substitute teacher will be asked to fill in for the absent teacher when the teacher has noon duty, detention duty, or other duty assignments.

SCHOOL DAY: The school day consists of five (5) periods Monday thru Thursday and seven (7) periods on Friday. Students are allowed four (4) minutes between classes and a 15-minute break between first and second period Monday thru Thursday and between second and third period on Friday.

CLASS TIMES:

Elementary class time is 8:15-3:15 Monday-Thursday and 8:15-2:42 on Friday.

High School class time:

MONDAY –THURSDAY

8:00- 8:27 Individual Assistance/Enrich. Act.
8:30-10:05 Period 1
10:05-10:12 Break
10:15-11:45 Period 2
11:45-12:17 Lunch
12:20- 1:50 Period 3
1:53- 2:38 Period 4
2:41- 3:38 Period 5

FRIDAY

8:00-8:27 Ind. Assistance/Enrich. Act.
8:30-9:20 Period 1
9:23-10:08 Period 2
10:08-10:13 Break
10:15-11:00 Period 3
11:03-11:48 Period 4
11:48-12:18 Lunch
12:21-1:06 Period 5
1:09-1:54 Period 6
1:57-2:42 Period 7

STAFF FACULTY LOUNGE: Please feel free to use our faculty lounge. It is provided for your convenience, work and relaxation. Teachers are asked to refrain from frequenting the lounge during the time they have assigned responsibilities. Smoking is not permitted. Mailboxes and a copier are located there. A copy machine is also located in the main office.

LUNCH: Substitute teachers are welcome to participate in the hot lunch program located in the cafeteria. The cost for lunch is \$3.50; tickets may be purchased in the lunchroom or the main office. Feel free to leave the building for lunch upon notifying the administrative secretary.

AUDIOVISUAL EQUIPMENT: Audiovisual equipment may be found in the Library. It must be properly checked out and returned each day.

MEDICATION: All medication prescribed for students must be secured in the office. Students will report to the office to take medicine, including non-aspirin. Approval for medicine to be secured and administered by the classroom teacher in the classroom may be granted based on the nature of the medication. Make sure there is written approval prior to allowing any student to take medication in your classroom.

KEYS

Please DO NOT loan school keys to students for ANY reason.

ATTENDANCE AND PUPIL ACCOUNTING: remember that teachers are the key to any attendance policy. The following points will help you, the student, and the schools enforce a realistic policy.

1. Junior/Senior level:

Be sure to take attendance each period and record on the large white attendance slips which should be placed on the clip outside the classroom door during the first 10 minutes of the last period each day to be picked up. Also record 1st period/lunch count and the period right after lunch on a pink/yellow attendance slip that should be placed on the clip outside the door during the first 10 minutes of class.

2. Elementary level:

Attendance should be taken first thing in the morning with a number of students having hot lunch and placed on the pink/yellow attendance sheet. Clip the attendance sheet outside the classroom door. Attendance should also be taken right after lunch on the pink/yellow attendance sheet and clipped outside the classroom door.

CLASSROOM MANAGEMENT: please carefully read the classroom management plan in the teacher's lesson/record book. Adhere to and enforce established rules. Most problems begin when classroom management plans are altered. Be firm and fair.

DAILY BULLETIN: All school announcements and daily happenings will be broadcast over the PA system.

CLASSROOM RESPONSIBILITY: Substitute teachers are required to be present in their classrooms at the beginning of each period and are to remain in their classes for the entire period, except in the case of emergency; the class is your sole responsibility during that time. Students are not to be dismissed before the end of the period. Students with a legitimate reason to leave the classroom prior to the end of the period must be issued a timed hall pass; try to limit the number of students out of class at any given time to no more than two (2) students.

ASSEMBLIES: The success of an assembly depends, to a certain extent, on the type and amount of control exercised by the teaching staff. All substitute teachers will attend assemblies and assist in the supervision of students by sitting with their class.

FIRE DRILLS: Fire drills at regular intervals are required by law and are an important safety precaution. It is essential when the loud continuous signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The substitute teacher in each classroom must be familiar with the evacuation route. The substitute teacher must insure that windows are closed, lights turned off and doors closed, but not locked. Students shall stay a safe distance from the school building until the visual hand and oral signal to return to the school building is given by the school administration. Take the class lesson/record book with you when you leave the classroom and take class role once you are a safe distance from the school building.

TEACHER AND STUDENT HANDBOOK: The Teacher Handbook and Student Handbook represent the vast majority of policy and procedures established by the Board of Trustees and administration.

Please take the time to review the contents of each and feel free to ask teachers or administrators for assistance in better understanding any area of either handbook. **THIS IS YOUR BEST SOURCE OF INFORMATION REGARDING THE GENERAL SCHOOL RULES AND REGULATIONS THAT IMPACT STUDENTS AND EDUCATORS ON A DAILY BASIS.**

GD. EMPLOYEE ELECTRONIC MAIL AND ON-LINE SERVICES USAGE

Electronic mail ("e-mail") is defined as a communications tool where by electronic messages are prepared, sent and retrieved on personal computers. On-line services (i.e., the Internet) are defined as a communications tool whereby information, reference material and messages are sent and retrieved electronically on personal computers.

Because of the unique nature of e-mail/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees.

The District e-mail and Internet systems are intended to be used for educational purposes only. Use for informal or personal purposes is permissible within reasonable limits. All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/Internet messages by employees may not necessarily reflect the views of the District. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

While the District does not intend to regularly review employees' e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

ADOPTED: January 2001

REVIEWED: November 2004

HJA. ACCEPTABLE USE POLICY (AUP)

Every end-user, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the West Yellowstone School District's policy regarding District-Provided Access to Electronic Information, Services, and Networks/IT Security Policy. Should I commit any violation or in any way misuse my access to the District's property, District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (Print): _____ Home Phone: _____
User's Signature: _____ Date: _____
Address: _____

Status: Student ___ Staff ___ Patron ___ I am 18 or older ___
I am under 18 ___

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services and Networks/IT Security Policy for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

Parent/Legal Guardian (Print): _____
Signature: _____
Home Phone: _____ Address: _____
Date: _____

This Agreement is valid for the _____ school year only.