



BELGRADE SCHOOL DISTRICT

“graduating students who have skills, knowledge, information and attitudes to become accomplished citizens in the 21st century”

SUBSTITUTE TEACHER HANDBOOK

2018-2019



Dear Substitute Teacher,

Welcome to the Belgrade School District! We are excited that you will be joining our team as a Substitute Teacher.

Our exceptional teachers and administrators are the key to providing outstanding instruction and a great learning environment for students. The District employs approximately 500 staff members, and frequently has a need for quality substitute teachers. In an age of accountability, we look for passionate and highly qualified instructors who will provide optimal learning experiences for students.

The enclosed information is designed to serve as a brief introduction to the Belgrade School District, and to provide resources that will help you prepare to educate, supervise, and elevate students.

Welcome to Belgrade Schools,

John Blackman
Director of Human Resources

Heather Mitchell
Human Resources Professional

District Office Staff - Regular office hours are 8:00 am – 4:30 pm.

PRIMARY CONTACT: Heather Mitchell - 924-2025

- Superintendent: Godfrey Saunders - 924-2006
Superintendent Assistant: Mariah Tweeton - 924-2492
- Director of Curriculum and Instruction: Mark Halgren - 924-2008
Curriculum Assistant: Rachel Andrews - 924-2011
- Director of Information Technology: Open Position
- Director of Human Resources: John Blackman - 924-2025
Human Resources Professional: Heather Mitchell - 924-2019
- Director of Special Education: Deanna Frothingham - 924-2007
Secretary: Jan Fowler - 924-2491
- Payroll/Benefits Clerk (A-D): Gina Stopka - 924-2023
- Payroll/Benefits Clerk (E-K): Christina Doster - 924-2495
- Payroll/Benefits Clerk (L-Z): Lisa Church - 924-2033
- Payroll/Benefits Supervisor: Dawn Watkins - 924-2004

Key Building Contacts – Office Hours are 8:00 am - 4:00 pm unless otherwise posted at each location.

- **Heck/Quaw Elementary** K-4 Lori Degenhart, Principal - 924-2461
April Ueland, Secretary - 924-2122
- **Ridge View Elementary** K-4 Matheau Johnston, Principal - 924-2036
Jan Marx, Secretary - 924-2037
- **Saddle Peak Elementary** K-4 Patrick Cates, Principal - 924-2701
Vickie Streich - 924-2710
- **Belgrade Middle School** 5-8 Julie Mickolio, Principal - 924-2258
Ruben Moreno, Asst. Principal - 924-2510
Dave Smith, Asst. Principal – 924-2274
Lisa Marjama, Secretary (5th Grade) - 924-2200
Lani Blossom, Secretary (6th Grade) Secretary –
924-2259
Shianne Erickson, Secretary (7th and 8th Grade) –
924-2207
- **Belgrade High School** 9-12 Paul Lamb, Principal - 924-2545
Bert Horsley, Asst. Principal - 924-2540
Shanna Smith, Asst. Principal - 924-2584
Jessica Hansen, Attendance Secretary - 924-2543
Meredith Tinseth, Secretary - 924-2567

PROCEDURES FOR EMPLOYMENT

All applicants for substitute teaching must complete the following:

Human Resources Tasks

1. Fingerprinting and successful completion of criminal background check must be completed prior to beginning work.
2. Applicants who hold a current Montana Educator License need to provide this to Human Resources prior to beginning work. If this is not submitted with the application, it must be submitted as soon as possible.
3. Applicants who do not have a current Montana Educator License will be required to complete a self-guided Substitute Training Program. Completion of this training is required within 10 days of receiving the course information, and must be completed prior to starting work.
4. Measles and Mumps: Adults born before 1957 are generally considered immune to measles and mumps. All adults born in 1957 or later should have documentation of one (1) or more doses of MMR vaccine unless they have a medical contraindication to the vaccine or laboratory evidence of immunity to each of the three diseases. Documentation of provider-diagnosed disease is not considered acceptable evidence of immunity for measles, mumps, or rubella. Documentation is not required unless the School District has an outbreak of measles or mumps, and at that time, an employee must be able to provide documentation. Failure to provide documentation, will remove the Substitute from the active list until proof of documentation is obtained or the School District determines there is no longer a threat.

Payroll Tasks

1. Completion of W-4 form
2. Completion of I-9 form
3. Completion of Teachers' Retirement System (T.R.S)
4. Direct deposit information

Information about the Leave/Substitute System, Aesop, will be sent directly to the applicant upon hire. This information can also be found on the School District Human Resources website.

OPTIMIZING SUBSTITUTE SHIFTS

PRIORITIZED CALLING

The following prioritized order will generally be followed when arranging for Substitute teachers:

1. First Called: Substitute teachers on a Preferred Teacher list.
2. Second Called: Substitute teachers on a Preferred School list.
3. Third Called: All other substitute teachers.

CALL TIPS:

Aborted Calls: It is important to answer the calls from Aesop and either decline or accept the jobs (these will appear as an 800-number on your caller ID). Aborted calls are those that either were not answered or were answered briefly and disconnected before responding.

Call Times/Non-work Days: You may enter your schedule in the Aesop system to indicate call times when you are available and days or times when you know you will not be available. This will help reduce the number of missed or aborted calls.

Active Substitutes: In order to remain as an active substitute for Belgrade School District, substitutes are required to work 5 days (40 hours) in a school year in order to remain in good standing. It is important that we fill our substitute pool with viable candidates who are able to fill positions when needed.

SUBSTITUTE TEACHER PROCEDURES

1. Arrive at the assigned building before 7:50 or at the time indicated in the Aesop request.
2. Check in at the School Main office for a Substitute ID. (if necessary)
3. Familiarize yourself with the classroom.
 - a. Location of the emergency box or backpack, which is usually near the door.
(Backpack color may vary but most look similar to the one in the photo below and will be clearly marked as an emergency pack.)



- b. Lesson plans and Substitute Teacher Folder are typically located on the desk or in the desk drawer.
 - i. Schedule of planned activities for the day.
 - ii. Roster or seating chart.
 - iii. Discipline procedures and discipline referral form.
 - iv. Health/emergency information.
4. Contact a neighboring teacher or office personnel with questions.
5. At the end of the day, write a brief and thorough summary of your day for the teacher. Include any concerns you had or problems you encountered. You may email the notes/report or you may leave a hard copy at the front office for him/her. * Please ensure that the room is organized/arranged the way it was when you arrived.
6. At 3:30 pm return your classroom key (if provided) and sign the sub sign-in sheet located at the front office.
7. IMPORTANT: Be sure to sign out at the end of the day so your pay can be processed.
8. Please be on time (arriving early for preparation) for any accepted assignments. If you do not show up for a scheduled substitute shift and do not call in ahead of time to notify the school, you will be removed from the Substitute pool.

COMPENSATION FOR SUBSTITUTE TEACHERS

\$90 for a full day
\$60 for a half-day

The pay for a half-day assignment is two-thirds of a full day. The enhanced half-day rate is to compensate a teacher who travels to report for a reduced day of work and potentially misses a subsequent full-day substitute opportunity. A substitute teacher who works 2 half-days in different district buildings on the same day should expect to earn \$90 for a full-day. You must sign in and out on the sign-in sheet at your assigned location for each teaching assignment.

Substitute teachers are paid on the 10th of each month. Checks may be scheduled for Direct Deposit (preferred), picked up at the district Administration office located at 312 N. Weaver prior to 4:00 pm on the 10th or they will be mailed.

CLASSROOM MANAGEMENT

Student Behavior - Teachers are expected to manage student behavior in their classrooms and as directed in common areas of the school. It is recognized that certain misbehavior may require the assistance of the Building Principal or Assistant Principal. Substitute teachers will

need to complete a disciplinary referral when sending a student to the office. Never send a student to the office with verbal instructions. Students shall not be allowed in the classroom at noon, recess or after school unless adult supervision is present.

Student Discipline – School District Policy -The Belgrade School District has adopted the following School Board Policy for student discipline, School District Policy number 3310, located on the Human Resources website, <https://www.bsd44.org/hr/>

1. Belgrade School District promotes discipline practices and procedures which help provide a safe and orderly environment where teachers can teach, students can learn, and parents are confident that their children are learning in a positive and productive manner. As members of the School District, the following is a brief summary of practices that are expected and encouraged:

- Seek to be primarily preventive
- Foster positive relationships among students and adults
- Employ incentives and logical consequences
- Focus on developing desired behaviors
- Clearly teach students the requisite expectations and social skills
- Hold students accountable for their actions
- Preserve the dignity of all involved in the process
- Involve the parents of the student

Student Discipline- Minor student discipline problems should be managed by the educator. Major student discipline problems shall be managed by the Principal or the Assistant Principal. The following table identifies minor and major discipline problems.

Staff Managed Discipline	Office Managed Discipline
Tardy	Repeated (chronic) minor behaviors
Unprepared - no homework/materials	Defiance/Insubordination
Violation of classroom expectations	Blatant disrespect
Inappropriate language	Abusive, profane and inappropriate language
Classroom disruption	Harassment/Bullying/Intimidation
Minor safety violation	Fighting/Physical aggression
Refer for Possible Dress Code Violation	Decision/Action on Dress Code
Non-compliance/defiance	Vandalism/Property destruction
Dishonesty	Theft/Forgery

Property misuse	Safety violations that are potentially harmful to self, others and/or property
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SUGGESTIONS

Tips for a Great Day

- Provide a consistent structure for students.
- Review the lesson plans and procedures prior to student arrival.
- Greet students at the door.
- Demonstrate excitement and a positive attitude.
- Give specific directions prior to transitions.
- Move around the classroom during instruction and work time.
- Provide frequent positive feedback to students.
- Redirect with a question.
- Use student names whenever possible.
- Have additional tasks planned for students who finish work early.

IMPORTANT POLICIES & PROCEDURES

Confidentiality - School employees possess knowledge of the school district’s operation that far exceeds the public’s knowledge. As such, you may be asked for information relating to an employee or student of the school district. It is the employee’s responsibility to refrain from divulging any information that is protected by the Constitution of Montana Article II, Section 10, Right of Privacy. For more information, reference: <http://leg.mt.gov/bills/mca/CONSTITUTION/II/10.htm>

Cell Phones and Classroom Phones - Personal and business calls shall only be made or received during your free period or lunch period. Personal calls should be made from cell phones when possible to avoid tying up phone lines. Students may use a classroom telephone for emergencies or to call a parent if needed. All students need to check out through the front office if parents are picking them up.

Emergency Drills - A copy of the exit map and fire/emergency drill procedures must be posted near the door of each room. Educators should be familiar with the primary and secondary routes of egress.

The following procedures should be followed:

1. The teacher should be the last to exit the room
2. Educators are required to take their grade book, school keys, and emergency pack (pictured below) with them and take roll outside in their designated locations.
3. Once you have arrived to your designated location, and you have confirmed all students are safely outside the building, hold up the appropriate colored sign to indicate the status of your class.

Teacher Dress Code - All staff are expected to be neat, clean, and wearing appropriate work attire that is in good taste and is suitable for the job. No mode of attire will be considered proper if it distracts from or is disruptive to the learning environment of the school.

Reporting Of Abused/Neglected Children - Any school teacher, other school official, or an employee working during regular school hours who knows or has reasonable cause to suspect, as a result of information they receive in their official capacity, that a child is abused or neglected, shall report the matter promptly to the Department of Public Health and Human services. Reporting the concern to a counselor, administrator, or other school personnel does NOT satisfy the reporting requirement.

The State of Montana has created a toll-free child abuse hotline for facilitating the reporting of suspected child abuse or neglect. The number to call is 1-866-820-5437 or 1-866-820-KIDS.

Security Issues - The following rules apply to building security issues:

1. Always check in when entering a school building.
2. Always wear the Substitute ID provided by the main office.
3. Each staff member is responsible for his/her school keys. Keep your keys secured at all times.
4. Educators are not to leave students unattended in their classrooms.
5. Student Aides must be supervised during the entire period. Any teacher or group, who wishes to make use of school facilities outside school hours, must obtain prior approval from the building Principal, Assistant Principal or designee.
6. Please report to the office any individuals you see on the school campus who do not have acceptable identification.

Equal Employment Opportunity and Non Discrimination

The District believes in Equal Employment Opportunity and providing a work and educational environment free from discrimination and harassment.

The District will provide equal employment opportunities to all persons, regardless of race, color, religion, creed, national origin, sex, pregnancy, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental disability, if otherwise able to perform essential functions of a job with reasonable accommodations, and other legally protected categories. *For more information, reference **School Board Policy 5010**.*

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District. *For more information, reference **School Board Policy 5010**.*

Workers' Compensation - If you have an accident on the job, notify your supervisor immediately. You may be eligible for workers' compensation benefits. More information and claim forms may be found at <http://www.msgia.org/reportclaim> or contact Human Resources at hrbsd@belgradeschools.com or 924-2019.

Acknowledgement Page

It is expressly understood the policy and procedure handbook for the District does not constitute a guarantee of employment or promise of any kind. The District in its sole discretion, may relieve employees from their duties; determine and change hours of work, shifts, and methods of operation; establish change or abolish its policies, procedures, practices, rules and regulations. Violations of the policies, procedures, rules and regulations set forth in this handbook will result in the Substitute being removed from consideration with a recommendation of no rehire potential.

Specifically, I acknowledge I understand the following policies of the District:

1. The District e-mail and Internet systems are owned by the District and are intended to be used for educational purposes only. While occasional personal use is allowed, employees should have no expectation of privacy when using the e-mail or Internet systems for any purpose. Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the e-mail and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. 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.
2. Confidentiality is expected in all aspects of employment. Employees will respect the confidentiality of people serviced in the course of the employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including termination, any employee who disclosed confidential and/or private information learned during the course of the employee's duties.

By signing this statement, the employee acknowledges the Belgrade School District Substitute Teacher Handbook has been received and read and that the employee understands the policies and procedures contained herein.

Signed _____

Date _____

Print Name _____

Position _____

Effective Date of Employment _____

Human Resources: Employee has been given the Policies and Procedure handbook on this date _____. Employee should review the handbook, ask questions or clarifications and return the acknowledgement sheet, with original signatures, ***within five (5) working days*** to the Human Resources Department directly or via the employee's Immediate Supervisor. Copies of this page should be provided to the employee.

Signature

Date

Submit to Heather Mitchell, Human Resources Professional at the Administration Office, located at 312 North Weaver. Fax: 406-388-0122