

SUBSTITUTE TEACHER HANDBOOK

2017-2018



South Hamilton Community School Vision Statement

To prepare our children for the world in which they will live.

South Hamilton Community School Mission Statement

The South Hamilton School and community will provide students a safe environment with high educational standards in which students will have the opportunity to acquire the knowledge and skills to be productive, responsible members of society.

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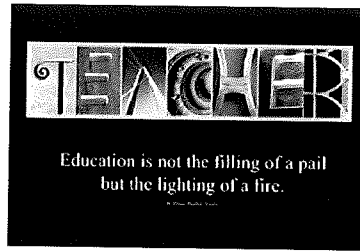
SOUTH HAMILTON COMMUNITY SCHOOLS ANNUAL NOTIFICATION OF NON-DISCRIMINATION POLICY STATEMENT:

It is the policy of the South Hamilton Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a district grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Paul Hemphill, 315 Division Street, Jewell, Iowa 50130
Phone number: 515-827-5096
Email address: paul_hemphill@s-hamilton.k12.ia.us

Or the Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.



INTRODUCTION

Welcome to substitute teaching in South Hamilton Schools! You will find the function of providing instruction to students on a day-to-day basis – or an extended period of time – to be an interesting, rewarding and productive form of service in public education.

This handbook is intended to provide you with a very brief and basic source of information on the role and responsibilities of a substitute teacher. We hope that it will be useful as you begin your work in the South Hamilton District.

THE IMPORTANCE OF YOUR ROLE

Every administrator and teacher in the South Hamilton Schools is fully aware of the vital service you perform in maintaining our instructional programs during those times when contracted teachers must be absent from the classroom. It is most important that we express that appreciation at this point, before dealing with the rules, regulations and procedural matters. You are very important to the tradition of excellence in South Hamilton. **THANK YOU – FOR ALL YOU DO OR WILL DO FOR THE STUDENTS IN OUR SCHOOLS.**

LICENSURE

To serve as a substitute, you must obtain an Iowa Teaching license. For those not familiar with the Iowa process, forms and assistance in obtaining this certification may be obtained from the Board of Educational Examiners at their web site, www.boee.iowa.gov, or by calling their office at 515-281-3245.

Copies of your valid license and official transcripts must be on file in the District Office(s), along with a necessary Immigration and Naturalization Service form and a form (available in this office) certifying the completion of a physical examination. If you have completed the mandatory child & dependent adult abuse reporter training, we need to copy that certificate.

COMPENSATION

The rates of pay for substitute teachers for 2017-2018 are:

1. **The basic pay is \$110 per day (\$55 - teaching for one-half day or less). Pay may be prorated based on specific hours served beyond one half day. Example: $\frac{3}{4}$ (\$82.50) for 6 hours of service due to a two-hour late start.**

METHOD OF PAYMENT

Substitutes will either be paid by automatic direct deposit or as per district practices via mailing.

IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM (IPERS)

Coverage will begin immediately upon employment with the South Hamilton Schools.

LIABILITY INSURANCE COVERAGE

Substitute teachers hired by the South Hamilton Community School District meet the definition of an employee for liability insurance purposes; therefore you will be covered by the District's liability insurance policy when subbing.

THE SUB LIST

THE CALL: Most all classroom substitutes will be called by the principals and/or his/her administrative representative. The administrative staff may call arrange and for substitute assistance when needed.

AT THE BUILDING – REPORTING AND DEPARTURE

Substitutes are to report to the principal's office by 7:45 a.m., and are expected to remain at the building until 3:45 p.m.

Substitute teachers are asked to check in at the office each day they work.

A substitute may be required to supervise students during the normal planning time for the teacher for whom he or she is subbing.

All substitutes are asked to check papers collected during the day (if so requested by the teacher), to and to provide feedback to the teacher as per their experience and the day's activities.

While it is not always possible to check out with the principal after school, substitute teachers are asked to stop by the office and check out with the secretary, noting any information that may be helpful.

CLASSROOM DUTIES AND PROCEDURES

Substitute teachers are expected to do the following in the classroom:

1. Consult the teacher's plan book for the day's work.
2. Check to find the seating chart and class schedule; usually this will be in the plan book.
3. Rely on the teacher's plan book and the substitute teacher's folder for information about lessons and programs. This will prove superior to volunteered information from students --- in many cases.
4. Keep accurate attendance records, grades and a listing of telephone calls and messages for the teacher.
5. Follow plans set by the teacher, if at all possible. Where a substitute teacher deviates from a plan, a note should be made for the benefit of the teacher.
6. Contact the office if a student becomes ill or is injured. .
7. Keep the atmosphere of the room pleasant and conducive to good discipline and productive time on task.
8. Perform the regular duties of the teacher in maintaining both housekeeping and educational climate in the room.
9. Notify the principal immediately if a severe problem begins to develop.
10. Assume responsibility for every student in the room during fire drills, tornado drills or any other emergency.

11. Have some materials of your own, if possible, for use as enrichment or fill-in activities.
12. Students will sometimes participate in the time-honored exercise of “trying out the sub.” Firmness, fairness and consistency are most important, especially in the first or second experience with a class. If problems arise, inform the principal immediately before you take any severe measures. Do not hesitate to seek assistance!!
13. Attend faculty meetings, if on a long-term assignment.
14. Properly fulfill expectations regarding bus duty, hall or restroom supervision, lunchroom supervision, the collection of monies, and playground supervision if the assignment includes such matters.

STAFF ASSISTANCE FOR THE SUBSTITUTE TEACHER

Expectations: Substitute teachers may expect the following assistance from building staff.

The principal will be responsible to do the following:

1. To notify substitute teachers as soon as possible that they are needed.
2. To provide schedules of building regulations and routines.
3. To inform the substitute of any special assignments.
4. To help the substitute become acquainted with staff and students.
5. To support the substitute in matters of discipline and other problems.
6. To bring to the substitute’s attention any special situations that exist.

The teacher is expected:

1. To provide a plan book with daily plans made out in sufficient detail.
2. To provide a weekly time schedule of classes.
3. To list students’ names on a seating chart.
4. To list students by reading groups, if appropriate.
5. To list supervisory responsibilities, such as days for bus duty or other pertinent information.
6. To post fire and tornado drill information and other emergency procedures.
7. To list important information about students with physical conditions, disciplinary problems, etc.
8. To provide copies of texts, manuals and workbooks in use at the time.
9. To be available by telephone, when possible, to answer any questions and render assistance that may be needed by the substitute.

TELEPHONE NUMBERS YOU MAY NEED TO CALL

South Hamilton Administrative Offices:

South Hamilton Administrative Elementary Office: 515-827-5096

South Hamilton Administrative Middle/High School Office: 515-827-5417

South Hamilton Superintendent’s Office: 515-827-5479

Mr. Scott Dryer, Middle/High School Principal: Cell – 641-420-3535

Mr. Paul Hemphill, Elementary Principal: Cell – 515-209-9295

Duties and Responsibilities of the Teacher

Each teacher shall be under the direction of the superintendent of schools and immediately responsible to the building principal for carrying out policies of the Board of Education as they relate to the functions of the school, to the classroom, and to the immediate contact with pupils and parents. The teacher's specific responsibilities include:

1. To hold a valid license, issued by the Iowa Board of Educational Examiners, endorsed for the position assigned.
2. To diagnose, prescribe, evaluate, and guide student learning experiences, in concert with current goals and objectives; such functions to be performed as an individual teacher or in concert with other staff members.
3. To share responsibility for the development of curriculum, educational procedures, and student activities to be used in achieving goals and objectives.
4. To supervise all associates and volunteers who assist in serving students for whom the teacher is responsible.
5. To evaluate and assess student achievement and to use the information thus gained as a basis for developing additional educational strategies.
6. To provide for the care and protection of school property.
7. To participate in the district's in-service training program.
8. To maintain cordial and cooperative working relations with colleagues.
9. To be responsible for such co-curricular matters and other duties beyond the regular classroom activities as may be determined by the building principal.
10. To provide comprehensive reports to the parents or guardians and the principal on the academic progress and development of each student.
11. To maintain good public relations and appropriate school-community and school-home working relationships.
12. To be flexible, energetic, innovative and imaginative in providing learning activities for students.
13. To recognize each student as an individual and to attempt to enhance the student's self image.
14. To demonstrate competence in the Iowa Teaching Standards:
 - Demonstrates ability to enhance academic performance and support for implementation of the school district's student achievement goals.
 - Demonstrates competence in content knowledge appropriate to the teaching position.
 - Demonstrates competence in planning and preparing for instruction.
 - Uses strategies to deliver instruction that meet the multiple learning needs of students.
 - Uses a variety of methods to monitor student learning.
 - Demonstrates competence in classroom management.
 - Engages in professional growth.
 - Fulfills professional responsibilities established by the school district.

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention **Chapter 103 Iowa Administrative Rules**

The State Board of Education recently amended Chapter 103, Iowa's administrative rules on corporal punishment, seclusion, and restraint. These amendments became effective November 2008. The amendments made changes to conditions of seclusion and restraint, added training and parent notice requirements, and banned certain high-risk practices.

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact the administrative office. The complete text of the law and additional information (Timeout, Seclusion & Restraint) is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

Nine Key Points about Chapter 103: Amended Administrative Rules on Corporal Punishment, Restraint, and Physical Confinement and Detention (Effective Nov. 12, 2008)

1. Corporal Punishment is still banned in Iowa. The definition of corporal punishment is, "The **intentional** physical punishment of a student," including "the use of **unreasonable** or unnecessary physical force, or physical contact made with the **intent** to harm or cause pain."
2. No mechanical restraints may be used. This includes using physical restraints that are meant for another purpose (Rifton Chair).
3. You can still use necessary and reasonable force. Necessary and reasonable are defined by the context of the event. (E.g., restraining someone for tearing up a paper is unreasonable and unnecessary force).
4. If using seclusion (or physical confinement) room must be of adequate size, sufficient light, adequate ventilation, and temperature similar to the rest of the building.
5. Period of time for confinement should be reasonable and allow for bodily needs.
6. If confinement extends past 60 minutes or 1 period (whichever is shorter) an administrator must authorize the continued confinement.
7. Adequate and continuous adult supervision is necessary.
8. Material restraints cannot be used to enhance confinement. Door latches must be non-locking and allow for easy exit if pressure is released. May not be disabled by duct tape or chairs.
9. Notice to parents: if restraint or seclusion is used with a student, parents must be notified that day and in writing within 3 days. Share documentation with parents. Documentation includes:
 - *Name of student involved,
 - *Name of employees involved, including the administrator authorizing further confinement,
 - *Date, time, & duration of incident.

**SOUTH HAMILTON COMMINTY SCHOOLS
EMPLOYEE EXPECTATIONS & WORK RULES
CERTIFIED AND CLASSIFIED STAFF**

Examples of misconduct under the Work Rules for Certified and Classified Employees that may lead to disciplinary action may include demotion, suspension or termination, are listed below. The list is not intended to include all types of activity that may lead to discipline, but is intended to be suggestive of the types of behaviors that may result in disciplinary action.

1. Incompetence

2. Insubordination

- a. Insubordination, such as refusal to obey a supervisor's instructions or the use of threatening language to supervisors in connection with instructions.
- b. Leaving assigned work area without permission.
- c. Refusal to work assigned overtime.

3. Willful Neglect Of Duties

- a. Sleeping during working hours.
- b. Wasting time, loafing or taking excessive breaks.
- c. Deliberate or excessive waste of school materials or abuse of school equipment.

4. Immorality

- a. Theft or conversion of school property or equipment of a school employee, or theft
- b. Possessing, using, selling, or buying an alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine or other intoxicant or materials represented to be in the aforementioned classifications during working hours or on school premises, or reporting to work under the influence of any of the above.
- c. Gambling during working hours.
- d. Use of profanity.
- e. Possession, use, or display of any firearm or other object during working hours that may be considered a weapon.
- f. Immoral conduct or indecency.

5. Arrest or conviction of Any Crime Involving Moral Turpitude

6. Employee must self-report any arrest to the Superintendent within 24 hours

7. Failure To Comply With All Reasonable Orders, Requests Or Directions Of The Superintendent Or Other Superior Officials

8. Violation Of Any Rule Or Regulation Of The Board Of Education

- a. Use of sick or personal leave for other than reasons stated.
- b. Use of other leave days, i.e., jury duty, military, bereavement, infant care, for other than reasons stated.
- c. Unauthorized absences; absence for one (1) day without authorization or proper reporting can result in termination, but unauthorized absences for three (3) consecutive working days will result in automatic termination. Absences must be reported one hour before the start of the shift.
- d. Failure to promptly report an accident or injury occurring on school property or during working hours.

9. Inciting, Encouraging Or Counseling Students To Violate Any Valid State Law, Municipal Ordinance, Or Policy Or Rule Of The Local Board Of Education.

10. Violation Of Any Provision Of The Employment Agreement.

- a. Falsification of any school record or employment application.

11. Any Other Good And Sufficient Cause

- a. Unsatisfactory performance during probationary period.
- b. Any statement, action, or conduct not in the best interest of the school system.
- c. Arrest leading to conviction of traffic violations while operating a school owned vehicle.
- d. Smoking or the use of any tobacco product in restricted areas.
- e. Excessive absenteeism or tardiness.
- f. Solicitation for any cause or distribution of written materials or printed matter on school property during working hours other than established breaks or lunch periods.
- g. Faulty or negligent operation of a school vehicle or equipment.
- h. Failure to have a physical ordered by the administration.
- i. To reduce staff due to loss of students or cancellation of programs.
- j. Failure to secure and maintain necessary educational training or licensure.
- k. Deliberate destruction of school property or the property of another school employee.
- l. Fighting or causing physical harm to a student or another school employee during working hours or on school property.
- m. Threatening, intimidating or harassing students or other school employees.
- n. Unauthorized use of school equipment or property.
- o. Employees found to have committed an act of misconduct, which leads to a recommendation of disciplinary action, will have the recommendation reviewed by the Superintendent or his designee

Notification of Criminal Conviction, Charges, Arrest, or Child Abuse Complaints

Employees are expected to perform their assigned responsibilities, respect and follow Board of Education policies, serve as positive role models within the school and broader community, and obey the law. In the event an employee is arrested, has criminal charges filed against them (including those related to operating a motor vehicle while intoxicated), has disposition of criminal charges pending, or is convicted, the employee must notify the Superintendent. Such notification to Superintendent should occur within five (5) business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License and /or who regularly and frequently operate district vehicles must report all charges and citations, including traffic tickets e.g. speeding tickets. Other employees need not report such traffic tickets.

Employees must notify the District Office(s) of any child abuse complaints against them, as well as findings in any such complaint filed against them. Notification to District Office(s) regarding complaints and findings should occur within five (5) business days of notification to the employee.

Information relating to arrest, criminal charges and child abuse complaints shall be treated as confidential and shall be maintained as part of the employee's file within District Office(s).

Arrest, charges, and convictions will not automatically result in disciplinary action. This will be determined on a case by case basis, based on the specific facts and circumstances. Employees who fail to notify the district as specified when such arrests, charges, convictions or complaints occur will be subject to discipline up to and including termination of employment.

Tobacco-Free Environment

It is the policy of the South Hamilton Community School District that all students, employees and visitors shall be provided with a tobacco-free environment. Therefore, tobacco use shall not be permitted at any time in school district facilities and grounds or in district owned vehicles. It is the responsibility of the administration to enforce this policy.

Thank you...we would be unable to provide the quality education our students deserve without you!

The South Hamilton Community Schools
Start HERE; SOAR ANYWHERE!

