

Plevna School District 2017-2018



Substitute Handbook

Plevna School District #55

Plevna, Montana

Welcome to Substitute Teaching in the Plevna School.

All substitute teachers must complete the online substitute course through the Office of Public Instruction Learning Hub. This is a three hour course for which you will receive a certificate that must be submitted to the office prior to substitute teaching for the District.

www.opi.mt.gov/learninghub

Create an account

Choose Self-Paced Courses

Choose Welcome to Our School! An Introduction for Substitute/Guest Teachers

Take the following course:

This course will address: professionalism, legal aspects, classroom management, and strategies to successfully serve as a substitute or guest teacher. This course is designed to meet the three-hour training requirement described in **Administrative Rules of Montana 10.55.716**.

- Self-paced
- 3 OPI renewal units
- To enroll, click on the course name then "Enroll me" button

Yours is the most difficult job! We have developed this substitute handbook in order to provide you with information which will make your substitute teaching assignment more meaningful.

If our office can be of assistance, we would ask that you contact us at 772-5666 with your questions or comments. Substitutes must also submit their fingerprints and TB test results to the office before substituting. A fingerprint card may be picked up in the Plevna Public School office and the Baker Police Department will complete the fingerprinting at the Fallon County Courthouse. Please return the card to the school and it will be mailed for federal results. The TB test can be completed at the Fallon County Health Department. They will need to look at your arm on the third day for results. The school will pay for the fingerprinting and the TB testing.

Thank you for your willingness to participate in the educational programs we have for the children of Plevna.

OVERVIEW OF RESPONSIBILITIES

JOB GOAL: To enable each child to pursue a proper education as smoothly as possible in the absence of the regular teacher.

1. Report to the school office upon arrival at the school building.
2. Maintain the established routines and procedures of the assigned school and classroom.
3. Teach the lesson outlined and described in the Teacher's Lesson Plan Book, as prepared by the absent teacher, in a professional and competent manner.
4. Assume responsibility for overseeing pupil behavior in class as well as during the entire assigned duty day.
5. At the conclusion of each assignment, fully report in writing each day's activities.
6. Follow the policies, rules, and procedures to which regular teacher are subject and which good teaching practice dictates.
7. Perform other duties as assigned.

TERMS OF EMPLOYMENT:

A substitute teacher for the Plevna Schools is a temporary position assigned on a day-to-day basis and is not long-term employment. The Board of Trustees establishes hours, wages, and other conditions of employment. Employment can be terminated at any time, with or without cause, and with or without notice, at the option of either the district or the substitute. No representative of the district has any authority to enter into any agreement for employment for any specified period of time, or make any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Substitute Teachers' Duties

Reporting to School on Time

We give substitutes as much advance notice of their assignments as possible. It is expected that our substitutes will report to the building at 7:45 a.m. or 11:45 a.m. for these assignments.

Substitute Work Day

Substitutes will have a duty day from 7:45 a.m. to 3:30 p.m.

Lesson Plans

Each teacher in the Plevna Schools has prepared lesson plans. One copy is kept in the individual teaching station and there are plans on the school website. If you are unable to locate the lesson plans at the teacher's station, you should contact the superintendent's office. Substitutes may gain access to the network by using: Username: sub Password: sub. Please write notes to the teacher about the lesson and the progress of the students, absences, signed absence forms and any other pertinent information. If a student was absent the previous day he/she should have a one-third sheet of paper in which the assignment from the day before it written and then signed—if you do not know the information write a note to the teacher and request that the student bring the form back the next day.

Lunch Count

Each morning during first period, please take lunch count and place it on the door with a list of students who are absent. You may also call this information in to the office at extension 301. Press Call2 and 301

Phone Usage

A list of teachers with extensions should be located near the classroom phone. You may call a teacher or the office, by pressing Call2 and dialing the extension. If you want to call locally outside of the school, you will automatically get an outside line and then you may dial. Long Distance calls require a code. You may call the office to get this information. If a student needs to make a long distance call he/she should go to the office. Students are not to have cell phones on during class. If a cell phone is out during the school day, you as a substitute, a teacher, or the administrator should confiscate it and turn it into the office.

Substitute Duties

Substitute teachers are directed to follow the teacher's lesson plans as closely as possible. Substitutes are also expected to perform all other regular duties of the teacher. Additional duties beyond the regular classroom responsibilities should be indicated on the lesson plans. If you have any questions concerning your duty or responsibility, please clarify these with the superintendent. Substitute teachers are expected to correct the students' seat work and tests, which are given that particular day unless specified by the teacher.

Student Discipline

Substitute teachers are required to maintain effective classroom management and to make the students' experiences as continuous as possible during the absence of the regular teacher. Substitute teachers are not hired as babysitters in the Plevna Schools, but are expected to teach the regular lessons assigned.

When substitutes have any questions, concerns or problems in the area of classroom management, they should contact the superintendent. The superintendent is willing to assist you with any problems in this area. Please be assured that your asking for the superintendent's assistance does not reflect negatively on your abilities as a substitute teacher.

We believe our children should be respectful and well disciplined. We have implemented MBI goals and these are hanging in the classrooms and hallways for reference. They will be classroom success, hallway success, etc.

Students do not need to leave the classroom to go to another class unless they have a note from the teacher or have made arrangements with you or there are notes in the lesson plans.

Limiting drink and restroom breaks will allow for a more constructive, positive learning environment. Let the students know they can take care of these during breaks or between periods.

Students should not have cell phones or be listening to music during school hours. iPads or Kindles may be used in special circumstances for reading.

Fire Drills/Lock Down Drills

In case of a fire drill, be aware of fire exists. Turn lights off, close doors (Do not lock) and windows, and take the grade book/class lists with you to take role after getting to the designated meeting place. During a lock down drill doors should be locked, lights off, and blinds down/closed. Hide quietly in an area where you can't be seen. If it is a "real" emergency and there is a possibility of removing students safely from the building, seek shelter in the bus barn, Ag building, or Catholic Church.

Pledge of Allegiance

The Pledge of Allegiance is said over the P.A. system every Monday morning at the beginning of first period. The Pledge of Allegiance is said every day in grades K-5. Also, check the opening procedures in the substitute teacher folder.

Confidentiality

As a substitute teacher, you are under an ethical obligation to guard the confidentiality of the students and staff.

Grade Scale For Grades 9-12

A	96-100% = 4.0
A-	93-95 = 3.67
B+	90-92 = 3.33
B	87-89 = 3.00
B-	84-86 = 2.67
C+	81-83 = 2.33
C	77-80 = 2.00
C-	74-76 = 1.67
D+	71-73 = 1.33
D	68-70 = 1.00
D-	65-67 = .67
F	0-64 = 0

Payroll Information

Claim Sheet

Each time you substitute teach, be sure to go to the office and fill out your claim sheet. The paycheck for that month is then mailed to the individual substitute from the School District Business Office on approximately the 20th of the next month. A copy of the claim sheet is included in this packet.

Short Term Substitute Pay

All assignments of less than five (5) days are considered short-term substitute teaching assignments. The rate of pay for short term substitutes is \$100/day.

Part Day Substitute Pay

If substitute teachers are called out for four (4) hours or less, they are paid for one-half day. When they are called out for over (4) hours, they will receive the full day's pay.

Long Term Substitute Pay

After a substitute teacher has taught continuously for the same teacher for more than five (5) days, he/she will receive \$120/day for the sixth (6th) day and all the days following.

