

# Substitute Teacher Handbook

**2020-2021**



Mission Statement: “Grand Forks Public Schools will provide an environment of educational excellence that engages all learners to develop their maximum potential for community and global success.”

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## *Welcome & Contact Information*

Welcome to the Grand Forks Public Schools!

This Handbook is intended to help you become familiar with our responsibilities/expectations as a substitute teacher.

Substitute teaching is a very important role in the operation of a school district and we would like to *thank you* for the services that you will provide as a substitute teacher.

Your responsibility after accepting an assignment is to replace the regular teacher and to carry out, to the best of your abilities, the duties, responsibilities, and plans of that teacher for the day. We trust that each time you substitute the students will have a meaningful and productive educational experience.

If you have any questions, please contact MaryJo Sturman, Human Resources Assistant at (701) 787-4878 or [msturman220@mygfschools.org](mailto:msturman220@mygfschools.org) or stop by the Mark Sanford Education Center (MSEC), 2400 47<sup>th</sup> Ave S., Grand Forks, ND.

## *List of Grand Forks Public Schools*

This link, <https://www.gfschools.org/Page/7867>, will provide you with contact information for the Grand Forks Public Schools.

## *Terms of Employment*

Substitute Teachers are on-call employees who are potentially employed for the academic school year only (9 months). This is a non-benefited position.

## *Absence Management*

Grand Forks Public Schools (GFPS) is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service is called Absence Management (platform from Frontline ID), available to you 24 hours a day, 7 days a week and accessible via internet and phone.

Once you have submitted your Substitute Teacher application to MaryJo in Human Resources, she will review, approve, and send you an email with access information so you can start looking for jobs and review your profile.

- **Using Absence Management via the Internet:**

Log in at <https://app.frontlineeducation.com/>. On your profile page you will see available jobs; view your scheduled jobs; check your job history; enter in non-work days, change your pin; and adjust your personal preferences. Please check under each tab to familiarize yourself with your options.

Also on your profile page you will find a Frontline Support tab. Here you will be able to find many topics to guide you through using and understanding Absence Management.

NOTE: If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so you are not contacted by Absence Management and/or the School Secretary to offer you jobs on those days.

- **Using Absence Management via the phone:**

Call 800-942-3767. Simply follow the voice menu. If the teacher has left you a note or lesson plans are provided, Absence Management will mention there are special instructions. You will be able to view the Notes to the Substitute online once you accept a position.

- **Absence Management will call substitutes:**

Listen for prompts and job announcements. If you accept a job, please wait until you receive a confirmation number. Your transaction is not complete until you receive a confirmation number.

The standard call times when the Absence Management service may call for substitutes is between 5:00 am to 10:00 am and 4:00 pm to 11:00 pm.

There are different apps you can download to your desktop or phone to receive job alerts. These applications are not supported or paid for by GFPS.

[www.jobulator.com](http://www.jobulator.com)

[www.substitutealert.com](http://www.substitutealert.com)

[www.subsidekick.com](http://www.subsidekick.com)

### Substitute Teaching License

Every substitute teacher in North Dakota must hold a current ND Teaching License or ND Interim Substitute Teacher License. It is your responsibility to make sure our Human Resources Department has a current copy on file. Substitute teachers with an expired license will be removed from all upcoming job assignments. Your status will be "inactive" in Absence Management until a copy of your current license is received.

This license is issued by the North Dakota Education Standards and Practices Board (ESPB). To complete an application, visit [www.nd.gov/esp](http://www.nd.gov/esp). Log in to your profile to renew your license and also to print your license.

### Payroll

The rate is \$135.00 per day and \$67.50 per half day. Payment (auto deposit) is issued on the 15th of the month for days subbed in the previous month.

Example:	<u>Month Subbed</u>	<u>Receive Pay</u>
	August and September	October 15
	October	November 15
	November	December 15

If the 15th falls on a Saturday or Sunday, checks will be issued on the previous Friday. If Federal Reserve (bank) holidays cause the effective payroll date to be later than the 15th, checks will be issued the previous business day or non-Federal Reserve holiday.

**Additional Incentive:** A substitute teacher that works 20 full days (can be consecutive or non-consecutive and 1/2 days will be added together) will receive a \$135 bonus & another \$135 bonus for each additional 20 full days after that.

### Long Term Substitute

- Make sure you are eligible to accept a long term assignment. If you have an ND Interim Substitute License you may have a restriction indicated at the bottom of your license that limits you to ten (10) consecutive days in the same classroom.
- By accepting a long term assignment, you are agreeing to substitute for one teacher and remain in the position for the entire absence period.
- After completing thirty (30) consecutive days of your long term assignment, you will be paid \$225.77 per day. Pay at this level will be retroactive back to the first day of your long term assignment. Retro payment will be received in the following month **after** you have completed your 30th day.
- Consecutive days shall include holidays, storm days, in-service days, NDCEL days.
- Consecutive days will not carry over from one school year to the next.
- Absences of up to two days will not constitute a reason to lose long term pay.
- If you will be absent during your long term assignment, you must contact the school office.
- In the event of an unscheduled school closing, your assignment will be canceled and no payment will be provided for that day. This will not affect your consecutive days.

### ID Badge

Upon hiring, all employees will receive an employee ID badge which includes their photo and employee ID number. Employee ID badge must be worn during scheduled work hours.

There is a charge of \$5 for all lost or stolen badges. Cash or check only. Makes checks payable to: GFPS

For a replacement badge (broken or information has changed), please bring the original badge to the Human Resources Department and it will be replaced at no cost.

Upon separation, ID badges must be turned into the Human Resources Department.

### Work Day

For safety/security reasons, It is very important that you always report to the school office to sign in at the beginning of each work job assignment **and** to sign out at the end of your job assignment.

Any instructions/information from either the principal or secretary will be given to you at this time.

Arrive on time or early and be prepared to work the assigned hours. Tardiness, leaving early, or last minute cancelation of jobs may result in loss of job assignments and exclusion from schools.

Avoid cancelling jobs at the last minute. This causes a great deal of stress and confusion in the morning for the students and school staff. This may also result in being excluded from subbing at the school you were assigned to. However if you do cancel, you must contact the school office directly.

All substitute teachers are required to arrive on time or early and to remain on school premises for the full assigned shift. You are expected to work the regular work hours of the teacher. There will be no early dismissal from your shift unless authorized by the school principal.

A substitute teacher should be familiar with the guidelines and procedures used in each school. This information should be provided to substitutes from the school office when you are new to each school. The school should provide substitutes with the following: A general map of the school; emergency phone numbers; the school's general guidelines and procedures; and the school's crisis plan. If questions arise throughout the day, you should contact the school office or the principal.

- Substitutes are hired for a full day, morning shift, or afternoon shift and are expected to be present the entire time.
- In general, shifts are:  
8:00 am – 4:00 pm = Full Day  
8:00 am – 12:00 pm = ½ Day AM  
12:00pm – 4:00 pm = ½ Day PM  
Note: Special shifts may be arranged by the teacher or principal.
- During breaks from classroom duties, substitutes are to report to the school office for assignment from the principal. Note that substitutes are entitled to the same lunch period as the regular classroom teacher whom they are replacing.
- You may purchase an adult breakfast or lunch ticket in the lunchroom (prices subject to change):

<u>Elementary</u>	<u>Middle / High School</u>
Breakfast = \$1.75	Breakfast = \$1.75
Lunch = \$3.10	Lunch = \$3.35
- You must stay on school premises during the entire assignment. Any exceptions to this must be preapproved by the principal and you will be required to sign out and back in at the school office.

### Responsibilities/Expectations

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- The role of a substitute teacher is to maintain classroom discipline and to carry out the classroom procedures as if he/she were the regular teacher. A substitute teacher has the same responsibilities and the same duties as the regular teacher, including bus duty and playground supervision.
- Substitute teachers should follow lesson plans and instructions left by the classroom teacher. Substitutes do not have the authority to make changes in daily curriculum except in emergency situations.
- Discipline should be maintained and students are to be held accountable for their work, classroom behavior, attendance, etc. Non-routine punishment (written or otherwise) may not be administered by a substitute teacher. Handle routine disciplinary problems. If problems escalate, contact the school principal.
- It is your responsibility to ensure the students are safe. Never leave students unsupervised. If an emergency occurs, the principal or principal's designee must be notified to provide temporary supervision.

- Notify the school office immediately if an injury occurs. You may be required to complete an Incident Report. It is imperative that complete and accurate information be included on the report.
- Substitute teachers are expected to use professional judgment and common sense in addressing problems with students and other staff members. If however, a problem cannot be properly resolved at an individual level after an attempt at resolution has been made, the matter should be referred to the school principal.
- At the end of the day, write a summary of the day's activities. Include information about problems during the day and any other information that you feel the teacher may want to know. If you were not able to follow lesson plans, if an assignment could not be completed, or if you had to rearrange schedules, leave a note explaining why. At the elementary level, you are expected to correct as many papers as possible. Also, take a few moments to straighten up the classroom. Pick up any papers or other debris left on the floor. Make sure all windows and any outside doors are shut and locked. Report to the school office and sign out after each work day.

### *Basic Rules Of Conduct*

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- Use verbal praise and positive reinforcement.
- Handle routine disciplinary problems. If problems escalate, contact the school principal.
- Respect students' differences. Remarks you may think are humorous may in fact be considered cultural bias or harassment.
- Treat students, parents, and co-workers with dignity and respect.
- Use professional judgment and common sense.

### *Classroom Behavior/Management Tips*

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- Let students know what you expect of them.
- Let students know what they can expect of you.
- Demonstrate leadership by managing well.
- Be organized to minimize opportunities for disruption.
- Remember that you are the leader and in control.
- Set rules early and clearly.
- Walk around the room often. Do not just sit by the desk, especially during assignments and tests. Students will be less likely to talk and cheat if you are circulating among them.
- Encourage good behavior.
- Be aware of what is happening in the classroom.
- Do not argue with students.
- Positive feedback and interaction with students will minimize behavior disruptions.
- Strive to earn respect not to be a friend.
- No personal use of cell phones in the classroom.
- No personal laptops allowed in classroom.
- No wearing ear buds in classroom.

## *Classroom Ethics*

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Information obtained about students, including grades/performance must be kept confidential. It is against the law to disclose information contained in a student's personal folder, a student's grades or the fact that a student has a special need or disability. In other words, a substitute should assume and act as if any information learned about a student as a result of being a substitute teacher is confidential. In addition, personal information regarding other teachers should not be publicly disseminated. Substitute teachers are representatives of the entire GFPS.

Personal religious or political beliefs, philosophies and opinions may not be imposed upon the students. Substitute Teachers may not distribute religious, political or commercial materials to students without prior permission from the principal.

## *Twining School (Grand Forks Air Force Base)*

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Please contact the Twining School's Main office 24 hours in advance of your job assignment at (701) 787-5100 for further instructions on how to obtain temporary access to the base.

In Absence Management, an information sheet regarding the procedure for a short term base pass is also attached to your job assignment and can be viewed by clicking on the paperclip.

Travel time is about 25 minutes from Grand Forks to the GFAFB. Please keep in mind any delays that may occur when traveling, ex. detours, admittance to the base, weather and traffic.

## *Do Not*

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- Do not over socialize with students.
- Do not flirt with students.
- Do not discuss your personal relationships or situations with students.
- Do not get involved in personal discussions.
- Do not transport students in your own vehicle.
- Do not allow students to leave during the school day, without administrative permission.
- Do not administer medication to students.
- Do not do personal work during classroom time.
- Do not overuse fragrances as others around you may be sensitive to smells, odors, and scents.

## *School Closing/Cancellation*

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The decision to close or delay school will be made as early as possible. Announcements will be made on the District webpage ([www.gfschools.org](http://www.gfschools.org)), and District social media ([www.facebook.com/GrandForksPublicSchools](https://www.facebook.com/GrandForksPublicSchools); [www.twitter.com/GFSchools](https://www.twitter.com/GFSchools)). Announcements will also be made on local radio and TV stations.

In the event of an unscheduled school closing, your assignment will be canceled and no payment will be provided for that day.



If school is postponed, the start time in all schools by two (2) hours based on each school's start time. Please arrive safely at the school to complete your assignment.

- Elementary School: Start time is 8:25am, so school would start at 10:25am.
- Middle School: Start time is 8:40am, so school would start at 10:40am.
- High School: Start time is 8:00am, so school would start at 10:00am.
- When school starts late, there will be no morning Early Childhood Special Education or morning Head Start classes. Afternoon Early Childhood Special Education and Head Start classes will be held.
- Breakfast will not be served at any sites.

### *Active in Absence Management*

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You will remain active in Absence Management until you notify MaryJo in Human Resources, [msturman220@mygfschools.org](mailto:msturman220@mygfschools.org) that you no longer wish to be a Substitute Teacher.

### *Exclusion*

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An individual teacher and/or school may exclude a substitute teacher from subbing in their classroom and/or in their school. Such requests will be honored if the school has a reasonable basis for the request. Depending on the circumstances and the nature of the reason for the exclusion, the substitute may or may not be notified.

### *Termination*

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All substitute employees of the Grand Forks Public School District are "at will" employees and, accordingly, may decide to terminate their employment or may be terminated at any time, with or without cause, upon notice which is reasonable under the circumstances. The substitute will be notified of such removal in a timely fashion, by mail or email.

Upon termination, your ID badge must be turned into the Mark Sanford Education Center, 2400 47<sup>th</sup> Ave S., Grand Forks.

An occurrence of the following behaviors may be subject to immediate removal as a substitute teacher:

- Using profanity in the presence of students, parents, and/or staff;
- Endangering students by leaving them unattended for inappropriate amounts of time or by falling asleep in the classroom;
- Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical conduct, or subjecting students, parents, and/or staff to racial or sexual harassment;
- Using alcohol or unlawful drugs on school premises;
- Insubordination;
- Willful violation of school rules/regulations;
- Willful refusal to follow instructions and/or lesson plans left by the classroom teacher; or
- Any other inappropriate behavior.

Substitutes may request to be removed as a Substitute Teacher at any time during the school year

by submitting a written request to Human Resources. Please indicate the reason why you would like to be removed and return your ID Badge.

If more than one year has lapsed since working as substitute teacher, you will be terminated.

### *Additional Information*

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- Substitute teachers are covered by Social Security.
- Substitute teachers with a regular ND Teaching License are not covered under the North Dakota Teacher's Fund for Retirement. However, if the substitute teacher also has a extra-curricular contract, then their substitute pay becomes TFFR eligible.
- Substitute teachers with a regular ND Interim Substitute License are not covered under the North Dakota Teacher's Fund for Retirement. However, if the substitute teacher also has a extra-curricular contract, then their substitute pay becomes TFFR eligible.

## **Dress Code – Professional Appearance**

A professional standard of dress requires that staff members be readily distinguishable from students. Employees must always consider that their employment places them in the position of role models for students. Employees are expected to exhibit a professional image to students, parents, and the community. Grand Forks Public Schools recommends the following guidelines to clarify expectations for all staff, substitute teachers, student teachers, paraprofessionals, substitute paraprofessionals, and volunteers.

### **Attire for Regular School Days (Monday – Thursday), Parent Teacher Conferences**

#### **Men**

- **Pants:** Dress and casual (khaki) pants are acceptable. Inappropriate pants include jeans of any color or sweat pants.
- **Shirts:** Polo, golf, buttoned and/or collared shirts, and pullover dress shirts are acceptable. Inappropriate shirts include T-shirts with graphic art images/expressions, muscle shirts and sweatshirts.

#### **Women**

- **Pants, skirts or dresses:** Pants, skirts or dresses: Dress pants, casual (khaki) and capri pants are acceptable. Exercise pants, sweatpants, shorts, and jeans of any color are inappropriate. Skirts and dresses should be of appropriate length. **NEW (1-3-19):** Leggings (opaque, non-sheen) are appropriate if accompanied by a mid-thigh length tunic or dress. Please do not substitute leggings with exercise pants or sheen tights.
- **Tops:** Blouses, knit or woven tops, sweaters and turtlenecks are acceptable. Sleeveless tops must cover undergarments. T-shirts with graphic art images/expressions, sweatshirts, halter, tank, and low cut tops are inappropriate.

*If you are questioning whether a particular item of clothing is appropriate, please do not wear it.*

NEW (1-3-19) Attire for Last Day of the Week and Professional Development & Clerical Days

Every Friday OR the last day of the school week (**with the exception of PT Conference days**), and professional development days, shall be smart business casual days and staff may wear jeans that are appropriate for the workplace. Appropriate denim jeans must NOT be frayed, ripped (purposely or not), torn, over-sized, or have any holes or logos. Jeans should be accompanied by a dressier top or school/district logo clothing.

Effective January 4, 2019

\$20 per person per school year (One payment for the entire year).

**Spirit Days:** Spirit days will be designated by the principal/supervisor. On those days t-shirts, sweatshirts and/or pullover or zip jacket with the school or district logo are acceptable.

**Field Trips:** Jeans are allowed on field trips (at principal/supervisor's discretion). Jeans must be in good repair (no holes, rips, etc.).

**Physical Education:** Physical Education teachers should wear attire appropriate for their instructional environment.

**Buildings & Grounds Personnel and Technology Technicians:** Maintenance and custodial personnel (other than office personnel) and technology technicians (other than office personnel) may wear jeans. Jeans must be in good repair (no holes, rips, etc.).

*All employees must wear their District-issued identification badges when in a school building.*

Revised: 1-3-19