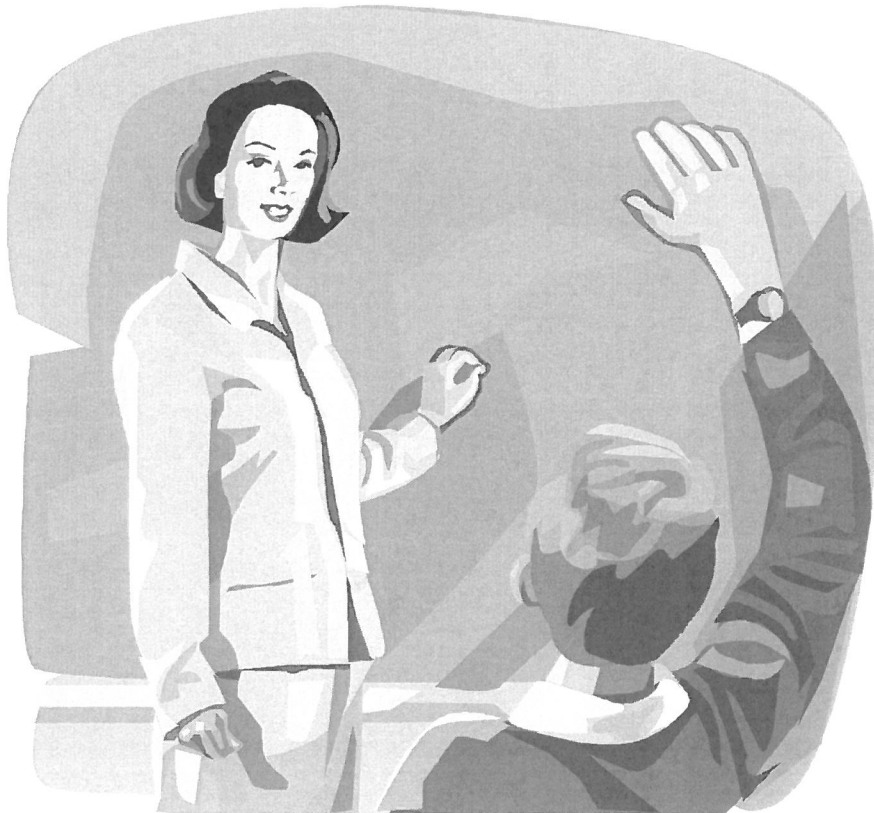


West Bonner County School District #83

Substitute Handbook

Last Revision: December 18, 2023



West Bonner County School District
Substitute Handbook

Introduction

Dear Substitute Teacher:

Welcome to the West Bonner County School District! The goal of the Board of Trustees and all associated with the District is to provide an educational program of the highest possible standards. Success in attaining this goal is dependent upon the competency of the professional and classified employees and a strong desire for excellence among all. The West Bonner Administration feels that substitute teachers play a very important role in providing a safe, nurturing, efficient, and high-quality educational program and as such, consider you a significant member of our professional staff. We urge you to assume your duties as part of the West Bonner County education team with energy and pride.

West Bonner County School District acknowledges its responsibility to provide you with the kind of guidance that will help you gain satisfaction in your work as a substitute teacher. This handbook has been designed to provide you with a ready source of information.

Thank you for your dedication and willingness to be a part of the West Bonner professional staff.

Sincerely,

Joseph A. Kren

West Bonner County Schools Superintendent

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West Bonner County School District Mission Statement

Mission Statement

Success for all with the
Understanding that
Community, parents, students, and educators will
Collaborate and
Empower the
Student to make positive lifelong choices.
Strive for greatness!

VISION STATEMENT

Strive for Greatness!

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Knowledge of Policies and Regulations

It shall be the duty of all school district personnel to keep informed concerning the rules, policies, and regulation of the Board of Trustees. To review specific policies, please refer to the district website at www.sd83.org .

Line of Authority

Substitute teachers shall be directly responsible to the principals of their respective buildings. They shall promptly and consistently carry out the instructions of the regular teacher and principal.

Working Hours

Members of the instructional staff are required to be on duty a minimum of 30 minutes before classes begin in the morning (7:30 am) and 30 minutes after classes dismiss in the afternoon each workday. Teacher on part time contract or special schedules as “0” hour are expected to be on duty before and after their assigned teaching duties an amount of time proportionate to their contract and as designed by the building principal. The required limits indicated are minimum times and do not preclude the necessity to spend additional time at school when circumstances dictate. Teachers shall be in their rooms or directly accessible to students no later than 15 minutes before the first warning bell in the morning and shall remain in their classrooms at least 15 minutes after the dismissal bell in the afternoon. The exception to being in the classroom before and after school would be during bus supervision.

Duties and Responsibilities of the Substitute Teacher

Substitute teachers are required to be on duty a minimum of 30 minutes before classes begin in the morning (7:30 am) and 30 minutes after classes dismiss in the afternoon each workday. The substitute teacher’s primary responsibility is to prepare for and teach classes using lesson plans and schedules as prepared by the regular teacher. The building principal should be consulted before initiation of any teaching or other procedures not specified in the regular teacher’s lesson plans. Substitute teachers shall perform such duties and responsibilities as are outlined in the job description for substitute teachers.

At the high school and junior high levels, substitutes are expected to remain within the building during all teacher prep times. Any exceptions must be approved by the building principal prior to the prep time.

High school and middle school substitutes may be asked to work another classroom during their scheduled “prep” time. This will not be counted as additional time unless the substitute is scheduled for only a half-day position and the “prep” time extends that to a full day.

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Lesson Plans and Other Information

The classroom teacher shall have the following information and directions available:

- Seating chart – current with first and last names of students.
- Class list – current with first and last names of students.
- Daily program and bell schedule.
- Complete lesson plans – made out for the current week with sufficient detail so as to be easily understood. Please note, these plans may be on the Aesop sub caller website for you to download.
- Discipline plan, and office referral sheets.
- List of students with physical or special problems along with directions for treatment and handling.
- Fire drill and other emergency procedures with map of building.
- Duty schedule with times and location of duty.
- Instructions for reporting attendance.
- Instructions for handling money collection, if any.
- Any other items required by the regular teacher and principal.

If the substitute does not receive any of the above, they should first contact the secretary for the building with a follow up to the principal. Any items still lacking after this point, should be clearly noted on the substitute's daily report to the principal and regular teacher.

Discipline

Substitute should refer to their respective building staff handbook with regards to any building specific discipline and behavior plans. Absent that, it is suggested that you use a three-step discipline plan in dealing with individual misbehavior.

1. Provide a warning to student.
2. If the student continues to misbehave, provide a second warning and conference with the student in private, *if possible*.
3. If the behavior continues yet again, you will refer the student to the office for disciplinary action.

Seriously disruptive students are to be referred to the office immediately. If a student is sent from the classroom, the substitute is to make personal contact with the office at the end of the class period or via the intercom as the student leaves the class. A brief written description of the problem should be forwarded to the building administration with a copy retained for the regular classroom teacher. Do not seat students out in the hallway.

Any student who is removed from a class by a substitute teacher will be processed through the building administration according to building and classroom discipline policies. Depending on the student's previous discipline record, this may involve school detention, in or out of school suspension.

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Keeping Children After School

Children shall not be retained after the close of the regular school day unless approval has been granted by the principal and other transportation has been arranged.

Teacher-Pupil Relations

Substitutes shall not conduct themselves in such a manner relative to any student verbally or otherwise that would humiliate the student, either individually or as part of a group.

Ethics

Ethics are standards of personal integrity that we expect of others and others expect of us. The following points are required of all district employees:

- Any dissatisfaction with the school situation or policies will be expressed through proper channels: a) Principal or Supervisor; b) Superintendent; c) Board of Trustees.
- Personal opinion and actions of co-workers will not be a source of conversation among employees.
- Discussion of school policy, administrative decisions, pupils, or parents should not be conducted in the hallway, at the lunch table, or on street corners, etc. These discussions will be held in meetings and/or administrative – employee conferences where all conversations are expected to be confidential.
- All school personnel are expected to adhere to the ethical standards outlined in the “Code of Ethics” adopted by the Professional Standards Commission and published by the State Board of Education for the State of Idaho. (See State Department of Education website – Certification/Professional Standards – at <https://www.sde.idaho.gov/cert-psc/cert/>).

Student Accident

In the event of an injury to a student, administer first aid and notify school authorities as soon as possible.

All accidents, which occur on school property, are to be reported immediately. An accident report form is to be completed, giving details of the accident. Any district employee must file an accident report if the injured student was under the employee’s jurisdiction at the time of the accident.

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Clerical Duties and Reports

A part of a substitute's responsibilities includes certain clerical duties such as grading papers, preparation of teaching materials and writing reports to the regular teacher at the end of each day about work completed and student achievement. However, time during class periods shall be used specifically for instruction of students and not for clerical duties. Clerical duties shall be carried out during preparation times.

Students should not be given a task of grading papers. If students exchange daily work for correction, the papers shall be collected for review by the substitute and regular teacher for recording grades.

Controversial Issues

Discussion of controversial issues must be on an informative, not a partisan level. Substitutes will not bias the minds of the pupils in accord with their own personal preference. Substitutes are not to inflict their personal views in the instruction issues such as religion and politics.

Excusing Pupils

Excusing pupils from school to go home, or giving early dismissal, shall be done only with the knowledge and consent of the principal. No student should be dismissed from a classroom unless a notice is sent from the office. All students should be sent to the office for dismissal. Sending pupils on errands during school hours may be done only for urgent school business and only with the express permission of the principal. School will not be dismissed early except when authorized by the Superintendent.

Supervision of Students

Under no circumstances are students to be left unsupervised or are classrooms to be left unlocked when the substitute teacher is not available.

Solicitation of Funds

Solicitation of funds for any purpose is prohibited unless authorized by the Superintendent.

Sectarian Doctrine

No sectarian doctrine shall be taught in the West Bonner County School District.

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Gifts

Substitutes are not to buy presents or give food, etc. to their students; neither should they accept gifts of consequence from students. There are exceptions to this rule (e.g. regular teacher gives food during snack time) so please confirm with the regular teacher's notes and the building principal.

Time Record

Each substitute teacher shall keep a daily time sheet of hours worked. Time sheets must be signed by the employee and turned into the District Office on the 15th of the month (or the last workday prior to the 15th). The timesheet must also be initialed by the building secretary and/or principal.

Payroll

All employees will be paid on the 25th day of each month. If the 25th falls on a weekend or holiday, checks will be available the day before.

Salary Schedule

The rate of pay for substitute teachers will be as follows: \$100.00 per day. A substitute teaching assignment for ten (10) plus days will be considered a long-term teaching assignment. Substitutes teaching in a long-term assignment will earn \$150.00 per day beginning the 11th day forward. If there is a break in service the long-term teaching status will remain at the long-term sub rate provided the subsequent assignment is in the same school year. A break in status does occur if the substitute does not report to work for a sick day.

Substitutes for classified positions are paid as follows:

Description	Rate of Pay Per Hour
Classroom Aides, Bus Aides	\$15.00
Custodians, Food Servers	\$15.00
Paraprofessionals	\$15.00
Speech Tech, Secretary, Kitchen Manager, Library Tech, Facilities Supervisor	\$17.50
Bus Driver	\$17.50

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Drug Free Work Place

The unlawful manufacture, distribution, dispersing, possession or use of a controlled substance and the possession, distribution, or use of alcohol is prohibited on all school premises, or at any school sanctioned event.

Employees who violate this policy or who are convicted under any criminal drug or alcohol statute for violation occurring on or off the work place will be subject to disciplinary action up to and including dismissal.

All school property is a tobacco free zone. Please refrain from using tobacco products while on school premises – this includes school parking lots.

Sexual Harassment

It is the policy of West Bonner County School District to maintain learning and working environment that is free from sexual harassment. Sexual harassment is illegal and against WBCSD Board Policy.

Cell Phones

Cell phone usage should be limited to emergencies only during instructional time. Preferably, substitutes should be reached through the office staff for the building in which they are substituting. It is the policy of WBCSD that cell phones should be shut off or on vibrate during all instructional time.

Dress Code

Students get first and lasting impressions by our dress! All staff is expected to be models for students, and therefore, is expected to dress in a professional manner appropriate to their duties for the day. Blue jeans and other casual attire can be worn for certain positions (P.E., shop, aide) and on certain days when dress of this nature is appropriate and when approved by the building principal. Classified staff should check with their supervisors. Any questions regarding attire should be directed towards your building principal.

Computer Usage

Unlike district personnel, substitute staff are not issued computer log ins and passwords. In addition, you are not issued an employee identification number. There also is no “generic” district wide log in or password which you may use during your duties. Students are required to use their own log in and password and may not share this information with other students.

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Forms

Forms or Documents you may pick up from your building secretary:

Timesheet

School Calendar

Payroll Cutoffs

Non Discrimination

West Bonner County School District Board of Trustees reaffirms its commitment to nondiscrimination and equal educational and employment opportunities in all of its decisions, programs and activities to ensure the following:

1. All residents of legal school age will have equal access to education programs, classes, extra-curricular activities, and services. Factors such as race, color, creed, sex, age, national origin, or handicapping conditions will not be used as reasons for denying admission, access to, treatment, or employment to these programs and benefits. Comparable, accessible, and usable facilities shall be provided for all students insofar as possible.
2. West Bonner County School District #83 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities.

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School Administration

Priest River Elementary

*231 Harriet Street, Priest River
208-448-1181*

Lynn Parker, Principal
Kris Connolly, Secretary
Angie Searles, Secretary

Idaho Hill Elementary

*402 E. 3rd Street South, Oldtown
208-437-4227*

Susie Luckey, Principal
Olivia Palmer, Secretary

Priest Lake Elementary

*27732 Hwy 57, Priest Lake
208-443-2555*

Susie Lucky, Principal
Laura Hall, Secretary

Priest River Jr. High

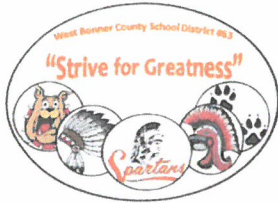
*5709 Highway 2, Priest River
208-448-1118*

Loretta Glazier, Principal
Nicole Cupp, Secretary

Priest River Lamanna High

*596 Highway 57, Priest River
208-448-1211*

Matthew George, Principal
Nicole Snow, Secretary
Tammy Benham, Secretary
Margaret Fitzmorris, Secretary



WEST BONNER COUNTY SCHOOL DISTRICT #83

Administrative Office

134 Main Street, Priest River, ID 83856

(208)448-4439 • www.sd83.org

I, _____ have read the content and expectations of the Substitute Handbook that has been provided to me. I have received a copy of the handbook and agree to abide by the guidelines as a condition of my employment.

Employee Signature

Employee Printed Name

Date