

# **Ballard Community School District**



## **Substitute Handbook 2018-2019**

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## **WELCOME**

The administration and faculty of Ballard Community School District would like to welcome you. The staff considers substitutes an important part of our school program. Your skill in maintaining a high standard of teacher effectiveness and insuring a continuous program of quality instruction for all students is valued. The role of the substitute is one of great challenge. It is your responsibility to provide students with instruction when the regular classroom teacher must be absent.

This booklet is designed to assist you in your endeavor to learn about our schools and our students. It can be your guide to a more successful year in our district.

## **Buildings/Administrators**

Ballard High School  
701 Ballard Drive  
Huxley, IA 50124  
515-597-2971  
Grades 9 – 12

Principal: John Ronca  
Student Services Coordinator: Chris Deason  
Secretary: Jill Leonard

Ballard Middle School  
509 N Main Ave  
Huxley, IA 50124  
515-597-2815  
Grades 6 – 8

Principal: Tom Maher  
Student Services Coordinator: Crystal Reinertson  
Secretary: Linda Schilling

Ballard East Elementary  
505 W 4th St  
Cambridge, IA 50046  
515-220-4306  
Grades 3 – 5

Principal: Mike Manock  
Secretary: Jenny Horness

Ballard West Elementary  
105 E Main St  
Slater, IA 50244  
515-228-3890  
Grades Preschool – 2

Principal: Jennifer Johnson  
Secretary: Kathy DeReus

Ballard Administration Office  
509 N Main  
Huxley, IA 50124  
515-597-2811  
Fax: 515-597-2965

Superintendent: Ottie Maxey  
Business Manager: Jeff Boeding  
Human Resources Specialist: Betty Wawers  
District Administrative Asst.: Amber Jungst

School Website:  
[www.ballard.k12.ia.us](http://www.ballard.k12.ia.us)

## **EQUAL OPPORTUNITY/NONDISCRIMINATION**

It is the policy of the Ballard Community School District to provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directive and regulations of federal, state and local governing bodies and agencies. This obligation to affirmatively implement equal employment opportunity to all employees and applicants for employment includes hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

It is the policy of Ballard Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (Students/program only) in its educational programs and its employment practices. There is a 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, Ottie Maxey, Superintendent, 509 N. Main, Huxley, IA, 50124, 515-597-2811, [omaxey@ballard.k12.ia.us](mailto:omaxey@ballard.k12.ia.us)

It is the intent of this district that all curricular content and instructional materials reflect a multicultural nonsexist approach to reduce stereotyping and bias.

## **QUALIFICATIONS AND REQUIREMENTS**

As a substitute teacher in the Ballard Community School District, you must have a valid, current Iowa teaching license or a valid, current substitute authorization. It is the substitute's responsibility to remain currently certified and to file a copy of your certificate with the district office.

All substitute teachers in our district must complete paper work in order to be placed on the list of available substitutes. That paper work includes:

A substitute teaching application, a copy of your resume and transcripts  
State and Federal Withholding Forms  
Employment Eligibility Verification (Proper ID is required)  
Physical Form  
IPERS Enrollment Form  
Department of Criminal Investigation Background Check Form and Fingerprint Card  
Mandatory Reporter Certificate (renewed every 5 years)  
Bloodborne Pathogens and Right to Know Certificates (renewed annually)

**We cannot place you on the available sub list until the district office has ALL the necessary forms listed above.**

### **SUBSTITUTE CALLING PROCEDURES**

After you have completed the previous mentioned forms and provided the district office payroll person with a copy of your teaching certificate, your name will be placed on the substitute list.

Ballard Community School District has an automated service that will greatly simplify and streamline the process of notifying you when your services are needed in the District. This service utilizes both the Phone and the Internet to assist you in locating Jobs in the School District for which you work. The administrative office has selected the following hours as standard call times when the service may call for Substitutes: [5:30 AM - 11:59 AM; 5:50 PM - 9:30 PM].

#### **Things to note:**

\*You may interact with the system either on the Internet at <http://www.aesopeducation.com> or by way of a Toll Free, automated voice instruction menu system at **1-800-942-3767** (1-800-94-AESOP).

\*The system will call you within the call times specified above. You may accept or reject assignments whenever you are called.

### **SUBSTITUTE TEACHER HOURS**

#### **First Day of an Assignment**

**Arrival Time 7:45 AM** – The school day starts at 8:00 AM. Of course, if the call requesting your services is late, you are asked to arrive as soon as possible after accepting the assignment.

If you sub for a ½ day in the afternoon in one of the elementary buildings you are to **arrive at 11:15 AM**. If you sub for a ½ day in the afternoon at the middle school or high school please check with the secretary to see what time you should arrive.

**Departure Time 3:15 PM** - The school day ends at 3:00 PM. Please make sure not to leave if you have a student that has not gone home for the day that is not working with another teacher.

**Please note that every Wednesday school dismisses at 1:30 PM.**

#### **Subsequent Days of an Assignment**

Arrival and departure times are determined by the building principal or the above guidelines.

#### **Staff and In-Service Meetings**

Short-term substitutes do not need to attend in-service meetings; long-term substitutes should talk to the building principal concerning attendance at staff or in-service meetings.

### **WHAT TO DO WHEN YOU ARRIVE AT SCHOOL**

Report to the school office to secure your assignment for the day and locate the sign-in sheet. Please indicate the time you arrive, who you will be subbing for and the number of the id badge you receive. If you are a substitute for an hourly employee this sheet will be used as verification of hours worked and you will be paid based on your in and out times.

When you arrive at the classroom, locate the lesson plan book, the daily schedule and/or other pertinent information on or in the teacher's desk. Carefully review the teacher's lesson plans.

Familiarize yourself with emergency procedures. Note fire and safety drill regulations and exit procedures. Fire drill and tornado drill instructions are posted in each classroom. Be sure you know the correct procedures for the building and the room you are assigned.

Introduce yourself to the other staff.

### **CLASSROOM RESPONSIBILITIES**

Pupil attendance must be taken daily. In the middle school and high school, attendance is taken each period. The school secretary will explain the procedure followed in the individual attendance centers. No student should be excused from class without securing the permission of the principal or secretary.

All teachers are expected to assume the responsibility of handling inappropriate student behavior in their room. All teachers are charged with the responsibility of informing students about proper building procedures and rules of conduct. Creating a favorable rapport is an important aspect of successful substitute teaching. The following suggestions may help you establish good classroom routines.

- A. Provide for efficient learning situations and develop an atmosphere of mutual respect between teacher and pupils.
- B. Expect good behavior. Students tend to respond to what is expected of them. A positive approach is worth more than many negative rules.
- C. Have materials ready. Be organized at the beginning of the class.
- D. Be aware of the attention span of the pupils. Know when to change activities.
- E. Except for a real emergency, never leave the class unattended.
- F. Proper discipline or classroom order is a prerequisite in good teaching. Be firm and professional. Any unusual disciplinary problem should be brought to the attention of the building principal.
- G. Ask the building principal to identify a contact person for your assistance if you need it (e.g., behavior problems).
- H. Teachers should maintain effective order and control at all times. They should be supported in the use of reasonable means to accomplish this objective.
- I. Review and become knowledgeable about the official Student Discipline Policy of the district.
- J. Supervision of halls is a responsibility of all teachers. When students are coming into the building/classroom or leaving the building/classroom, be visible in the hallway.
- K. Substitutes are to contact parents only under the advisement of the principal.
- L. If any person comes directly to you and requests the release of a student from the classroom, the person should be directed to the office. All students who are released must have approval from the office.
- M. Common sense should prevail when administrating all rules and guidelines

#### **In the Classroom**

Follow the regular classroom teacher's lesson plans; along with other information about rooms, seating, and assigned duties will be available.

The following information should be on the desk or easily located:

- A. The daily lesson plans made out in detail.
- B. A list of student names and seating charts.

- C. A weekly time schedule of classes (curriculum areas to cover).
- D. A list of students in various special groups that are needed to implement the lesson plans (e.g., reading groups, lab partners).
- E. The identification of supervisory responsibilities (such as days on duty at noon, recess, bus duty, lunch, dismissal times).
- F. The fire drill and other emergency procedures.
- G. Any important or unusual information about any student (physical problems).
- H. Specials schedules (band, chorus).
- I. Identify copies of textbooks, manuals and workbooks to be used for implementing the lesson plans should be easily located.
- J. An alternate lesson plan must be available if the topics to be covered is/are controversial and/or need the careful guidance of the regular classroom teacher.
- K. Unless you are given other instructions, correct all papers, workbook assignments or tests given while you are substituting.

#### Homework

Do not assign homework unless the regular classroom teacher has planned the homework. Substitutes who expect to be in an assignment a week or more may assign homework after discussing this with the principal.

#### Duty Schedule

You are required to perform the duties assigned to the regular teacher on the day or days of his/her absence, including playground duty, hall duty, lunchroom supervision or other assigned responsibilities.

#### Emergency Procedures

Accidents or illnesses involving students should be reported to the office immediately. An accident report must be completed as soon as possible in case of personal injury. Ask for help if you need it.

#### Medication in School

No school employee shall prescribe medication for a pupil or for another employee or distribute medication ever.

Check with the building secretary for the name of the designee trained to administer medication for the attendance center where you are substituting. You are not responsible to administer medications.

#### Professional Ethics

If in your role as a substitute, you need access to student records, please contact the building principal. These records, which are maintained to provide the professional staff with necessary information concerning each student, must be handled with extreme care. Information concerning students that may be of a confidential nature must be kept confidential by the substitute.

### **WHAT TO DO AT THE END OF THE TEACHING DAY**

Leave a record of the work completed and any unusual problems, which have arisen during the absence of the teacher. Correct assignments or tests unless otherwise noted. Teachers will also appreciate a note highlighting a successful experience with the class or individual student.

Make sure all materials are stored properly and the room is empty of students before leaving. Turn off all lights and close the door. At the end of the day please turn in your id badge and record your time out. It is your responsibility to sign the sheet, as this is verification of you fulfilling your substitute obligation.

## **PAYMENT AND BENEFITS**

Substitutes are paid on the 20<sup>th</sup> of every month. Payroll checks are sent directly to the homes of the substitutes. Direct deposit stubs are available for viewing at <https://wl.sui-online.com/BallardIA>.

### **Withholdings**

Federal and state taxes, social security and deductions for IPERS are withheld from each paycheck.

### **Benefits**

Substitute teachers are covered by the district's liability insurance and workman's compensation. In addition, the district contributes the employer's contribution percent to Social Security and IPERS for each substitute. Substitutes are not eligible for insurance or leave benefits.

### **Pay Rate Schedule**

One day substitute teaching - \$110.00

After the 10<sup>th</sup> consecutive day of substitute teaching the same assignment, a substitute teacher will be paid at salary schedule base per diem.

Hourly rate if subbing for a teachers associate - \$10.00 p/hr

## 2018-2019 PAYROLL DATES

	<u>BEGIN DATE</u>	<u>END DATE</u>	<u>PAYDAY</u>
<b>JULY PAYROLL DATES</b>	6.3.2018	6.30.2018	7.20.2018
<b>AUGUST PAYROLL DATES</b>	7.1.2018	8.4.2018	8.20.2018
<b>SEPTEMBER PAYROLL DATES</b>	8.5.2018	9.1.2018	9.20.2018
<b>OCTOBER PAYROLL DATES</b>	9.2.2018	10.6.2018	10.19.2018
<b>NOVEMBER PAYROLL DATES</b>	10.7.2018	11.3.2018	11.20.2018
<b>DECEMBER PAYROLL DATES</b>	11.4.2018	12.1.2018	12.20.2018
<b>JANUARY PAYROLL DATES</b>	12.2.2018	1.5.2019	1.18.2019
<b>FEBRUARY PAYROLL DATES</b>	1.6.2019	2.2.2019	2.20.2019
<b>MARCH PAYROLL DATES</b>	2.3.2019	3.2.2019	3.20.2019
<b>APRIL PAYROLL DATES</b>	3.3.2019	4.6.2019	4.19.2019
<b>MAY PAYROLL DATES</b>	4.7.2019	5.4.2019	5.20.2019
<b>JUNE PAYROLL DATES</b>	5.5.2019	6.1.2019	6.20.2019

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
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