

# Faith School District 46-2

## Substitute Teacher Guide

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### Background Check

After July 1, 2000, each person hired by the Faith School District must submit to a criminal background investigation by means of fingerprint checks by the Division of Criminal Investigation (DCI) and the Federal Bureau of Investigation (FBI). The district must submit fingerprint cards to the DCI before the prospective new employee enters into service. Employment on a temporary basis will be allowed until the FBI returns its findings provided there is no disqualifying record identified at the state level. The cost is **approximately** \$43.25 dollars.

### Introduction

We are grateful to you for your willingness to place yourself "on call" for service in the Faith School District. Please report to the administration office when arriving and when leaving each day.

Placement of substitute teachers will be done through the school secretary. Absence from time for which the services of a substitute teacher may be required necessitates the following procedure:

1. Teachers who plan to be absent from school for school activities should notify the school secretary in advance.
2. Teachers who will be absent because of illness should notify the school secretary by 6:30 am or the earliest time possible.

### Expectations

The administration of the Faith School District expects you to:

1. Take an active interest in the work in the classroom and do an effective job teaching.
2. Maintain discipline and control within your classroom and walkways when the classes are traveling between buildings.
3. Arrive on time and remain on duty until regular teachers are permitted to leave the building, you are a substitute for a full day. (7:50-3:50)
4. Maintain professional ethics, be neat and well groomed, and leave school problems at school when returning to your regular daily routine.

**We recognize the task you have undertaken is a difficult one. We shall do all we can to make it easier for you. Ask for assistance if you need it.**

**School Hours:**

Classes start promptly at 8:00 AM. Playground supervision will be provided at 7:50 AM for K-6 students. Lunchroom doors will be opened at 7:50 AM for K-12 students. Students may enter their classrooms at 7:55 AM. Students may get into school earlier to receive help from a teacher if the student makes arrangements with a teacher in advance. K-3 will be dismissed at 3:33 PM and 4-12 will be dismissed at 3:35 PM. Students will be expected to be out of the building as soon as possible after they have completed their responsibilities for the day.

**In the event it becomes necessary to call off school the following procedure will be followed:**

As soon as possible the Superintendent will notify radio station EAGLE 95.9 FM, KGFX 10.60 AM, KBHB 8100 AM and KOTA TV, KELO TV, KEVN TV and it will also be on the school website. Parents are urged to tune to one of these stations. Occasionally there will be an announcement on TV and radio stations that "all Meade County Schools will be closed due to weather conditions." This **does not** include the Faith Schools. It will be specified on radio and TV "Faith School District" when these announcements are made.

**Parking Areas:**

The street west of the school gym and east of the library will be designated as faculty parking areas.

**Faith School District Mission Statement**

Recognizing and stimulating the full potential of every student for lifelong learning.

**Faith School District Vision**

HOOKED ON EDUCATIONAL SUCCESS

**Faith School District Beliefs**

We Believe:

- Every child succeeds at a different level.

- Educational success can be achieved with parents and teachers working together.
- Optimal educational opportunities need to be provided to allow our students to compete in the global marketplace.
- Students need a safe learning environment to succeed.

### **Elementary Substitutes:**

As a substitute teacher you may expect the regular teacher to provide:

1. An up to date seating chart and/or roster.
2. Lesson plans in enough detail to follow easily.
3. A class schedule.
4. Any needed help from the principal or other teachers throughout the day.
5. Information from teacher in regards to any student with special needs or assignment.

The classroom teacher should and does expect the substitute teacher to:

1. Do your best to follow the plans left by the teacher. Leave a note if any substitute is made.
2. When it is possible, correct papers, workbooks, or other written work. If a problem doing this arises, leave a note of explanation.
3. Leave a report or any incident that the regular teacher should know about, such as a discipline problem.
4. Take roll in the morning. Call elementary absentees/tardies to Mrs. Haines (Ext. 201) and the lunch count to Mrs. Hellekson (Ext. 200).  
Absences and Tardies: School A.M. hours are from 8:00-11:40 and P.M. hours are from 11:40-3:33. If students arrive between 9:00 and 11:40 A.M. they will be counted as (1/2) day absent. If students leave between 11:40 A.M. and 2:35 P.M. it will be counted as (1/2) day absent. Students that come up to one hour late or leave one hour early on either end of the morning or afternoon are considered tardy for the day.

### **Playground Rules for Elementary:**

Supervision is provided whenever students are using the playground when classes are in session. Students are required to observe rules of safety on the playground and follow the instructions of the person on playground duty. Tackle football and other rough games, as well as the throwing of snow and rocks, skateboards, roller skates, and roller blades are prohibited. In order for students to maintain the privilege of using the playground they must adhere to rules which promote safety and appropriate social interaction.

### **Secondary Substitutes:**

As a substitute teacher you may expect the regular teacher to provide:

1. An up to date roster and/or seating chart for each class.
2. Plans with enough detail to permit you to proceed without further help.
3. A clear explanation of any outside the classroom responsibilities that may go with the assignment.
4. An explanation of where to go for assistance of any kind in case problems arise.
5. Specific directions and labeled textbooks and materials for each specific class.

The classroom teacher should and does expect the substitute teacher to:

1. Follow directions left by the regular teacher as close as possible.
2. Leave a note to the regular teacher if substitutions in directions are made in the lesson plan.
3. Leave a copy of any advanced assignments made.
4. When substituting over an extended period of time, keep in contact if possible with the regular teacher for overall direction of class.
5. Correct papers as requested by the regular teacher.
  
6. Collect any assignments that are due. If the assignments are to be handed in, clip the papers together.
7. If you are able to assist the students during the class please do so. Your primary purpose as a substitute is to maintain discipline, follow the lesson plans, take roll and carry out any special instructions to the best of your ability.

### **Attendance Information for High School:**

- It is extremely important that each teacher take great care in reporting attendance. All high school teachers must be in their classrooms by the time the second bell rings to take roll and begin class. Your students are not responsible for taking attendance, although they may take care of it under your supervision.
- Students, who are tardy for the first period, should be sent to the office immediately. Please call the office (Ext. 200) to report any students that are tardy 2<sup>nd</sup> -7th period but do not send the student to the office for a tardy pass.
- Please keep a record of all students that are absent during the day. High school teachers are asked to take a lunch count and attendance first thing each morning and call Mrs. Hellekson (Ext. 200). During the day attendance irregularities must be reported to the office.
- When students arrive between 8:00 and 8:15 it will be considered a tardy. When students are tardy for the first period class, they must come to the office for a tardy slip. Three or more tardies during any one week will cause

the student to have detention. When students arrive after 8:15 it will be considered an absence for the 1<sup>st</sup> period.

### **Study Hall Rules:**

The following rules will apply to the study hall regardless of where they are held.

- ❑ Any student leaving the study hall must check out by indicating their destination and time left. Upon returning the student must check in by indicating the correct time.
- ❑ Permission to leave the study hall:
  - a. By pass slip signed by the teacher you are going to visit. This must be obtained before the study hall begins. No student may leave the study hall to go to a classroom for any reason without a pass from the teacher. The study hall teacher cannot sign a pass to any other classroom except the library.
  - b. To go to the Library - obtain a pass slip from the study hall teacher.
  - c. Only one boy and one girl may sign out to the restrooms and locker at a time.

Each study hall teacher may use his/her own discretion in making appropriate rules. The following are suggested rules that may be included:

1. Students should remain in their seats during the entire study hall period. Seats may be assigned at the discretion of the study hall teacher.
2. Student Speaking: Students will with permission of the study hall teacher be allowed to speak for approximately 3 minutes with no more than two students speaking at one time.
3. Group studying will be allowed with special permission only.

## **Substituting at the Faith School District**

Occasionally you will substitute in a class and find yourself with prep periods and no work to do. It would be great if you could ask a teacher or administrator if there is something you can do or a child you can work with one on one. Even a few minutes of assistance can make an impact on a child's learning!

### **End of the Day:**

At the end of the school day please leave the teacher a note concerning the day's classes. Be sure to list any appropriate/inappropriate behaviors by the students. Please include any comments you think are necessary. Close all the windows in the classroom, turn off all the lights and close the classroom door. If you have the teacher's keys you should lock the classroom door and give the keys to the principal.

**Pay**

Substitute Teacher Pay:

Salary schedule for Substitute Teachers shall be as follows:

\$70.00 per day for non-certified substitutes

\$75.00 per day for certified or retired teachers with or without current certification

\$100.00 per day for long term sub (long term sub is defined as: serving 10 consecutive days for the same teacher)

All substitute teachers need to have their social security number and current mailing address to Mrs. Schauer. You also need to complete a W-4 form (IRS Exemption Certificate). These documents must be on file with the Business Manager's office in order to be compensated for subbing.

**Lunch**

Substitutes are welcome to eat in the lunch room. The cost is \$4.00.

Elementary substitutes should eat with their classes.

**Emergency Plan**

Enclosed in this packet is our District's emergency plan. Please read the packet prior to subbing and ask questions if you have any.

**Grading:**

The school uses the following grading system in grades 4-12: A, B, C, D and F.

A - 100-94%, B - 93-87%, C - 86-77%, D - 76-70% and F - Below 70%.

**Lunchroom Rules:**

The lunchroom is a place all students may enjoy a well-balanced lunch at a reasonable price. All students will be expected to:

1. Leave the table and floor around your place in a clean condition.
2. Deposit all lunch litter in the wastebasket.
3. Return all trays and silverware to the dishwashing area.
4. Not take any food items from the lunchroom to be eaten elsewhere.
5. Not bend or intentionally damage the silverware
6. Not wear coats when going through the lunch line.
7. Not throw footballs in the gym during lunch hour.
8. Play with basketballs and volleyballs appropriately in the gym during lunch hour.
9. Not wrestle or roughhouse in the gym during lunch hour
10. No throwing of food

**Weapons:**

State and federal laws forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at firing ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

**EXPLOSIVES AND DESTRUCTIVE DEVICES –SOUTH DAKOTA CODIFIED LAW**

**REFERENCE NUMBERS: SDCL 22-14A-22. 22-14A-24. 22-14A-25. 22-14A-26. 26-11-5.1. <http://legis.state.sd.us/statutes/index.aspx>**

**Discipline**

The Faith School Board, Administration and Staff want to maintain the best possible learning environment for all students attending the Faith Schools. Therefore appropriate behavior is expected at all times. School personnel shall have the authority to take steps necessary to maintain proper behavior at school, on the school grounds, traveling to and from school functions by school owned vehicles and while attending school functions. If you feel the students are not being safe, they should not be doing it. As a substitute teacher, students may test their limits with you. Be firm and fair from the beginning. Use administration if you need backup. Follow the 3 R's of discipline (see enclosed sheet). The following is the discipline code summary for the elementary and high school in a matrix format.





## **General Rules**

All activities must be properly supervised by a sponsor, instructor or approved adult during the time students occupy the classroom or gym. Students that gain unauthorized access to the gym or other school facilities will be subject to disciplinary action. Surveillance cameras have been installed to monitor the campus.

Writing or carving on desks, walls, tables, etc. is prohibited. Students who engage in this will face disciplinary action and pay restitution for the damage. Defacing, losing, or destroying textbooks may result in the student paying for the book.

Students will be permitted to go to their lockers during class periods only under conditions of absolute necessity. The teacher in charge will determine this. Students are to have a hall pass to be in the halls.

No student will be in the hall or gym during class periods except with a pass slip signed by a teacher. The student must obtain a pass slip before the study hall begins from the teacher of the class that you wish to be excused too.

No student shall be allowed to work or play in any of the school buildings unless the student is under direct supervision of an approved supervisor.

No provision will be made for credit to high school students for making up work missed due to an unexcused absence.

No roller blades, skateboards or skate shoes will be allowed on the school premises.

To avoid unnecessary accidents there will be no running in the school facilities except during scheduled physical education classes.

Out of respect for peers, adults and younger children, public displays of affection between girl friend and boy friend on school property is prohibited. This includes kissing, hugging, and embracing.

There will be no personal messages in the morning bulletin.

Students are not allowed to use the copy machines for any reason.

Lariats will not be allowed in the school buildings or on the school grounds without permission from the Principal.

## **Fire Drills:**

A fire drill will be held in each school building twice each semester. The majority of these drills may be held during the months of September, October, April, and May, in order to take advantage of the weather.

Definite instructions will be furnished by the principal to teachers and students as to route and manner of exit during fire drills. Special instruction in fire drill procedure will be given to students the first week of school, and the first fire drill of the school year should be held during the first two weeks of school.

Fire drills will be held without warning and will be varied in procedure to give the students the experience of varying fire possibilities. Order rather than speed will be stressed in fire drills.

Every teacher will be familiar with the location of fire extinguishers in the building and will be informed regarding the location and operation of fire alarms. Principals will keep a record of all fire drills held in their schools, stating the date the drill was held and the time required for evacuation of the building. These reports will be furnished to the Superintendent.

The Fire Evacuation Map will be posted in all classrooms.

Teachers will inform and practice the following with their students:

1. Exiting out of the assigned areas for their classrooms.
2. Orderly dismissal for safety during emergencies.
3. Windows/doors closed, lights off.
4. All students will meet on the east end of the football field for teachers to take roll.
5. Students will wait for an "All Clear" before reentering the building

## **Faith School Tornado Procedure:**

If a tornado has been sighted in the school area, the Civil Defense Siren will be sounded. Students (K – 12) are to gather in the interior hallways or rooms away from exterior walls & windows. Students in the gym are to gather in the halls adjacent to the stage. Students will sit down and cover the back of their heads with their hands. Practice drills will be conducted so that staff and students are prepared for such an event. The tornado procedure will be posted in all structures.

## **Visitors:**

Parent(s)/guardian(s) are encouraged to visit the school. As a courtesy to the teacher, prior arrangements must be made with the teacher(s), Principal prior to classroom visits. For security purposes parent(s), guardian(s), and other visitors

must check in at the main office for the purpose of obtaining a Visitors Identification Sticker. **To get the full benefit of a visit, the classroom teacher must be in attendance.**

**Medication Administration:**

Medication must not be in the care of students. If taken during school time it must be administered by the parent/guardian. We encourage medication hours to be arranged outside of school hours, if possible. Students' who need to self administer prescribed inhalants must have their parent's provide a physicians note, indicating the prescribed use of the inhaler.

Medications can be administered by school officials only with a written request by the parent/guardian or under the written instruction of the student's physician.

School personnel will not distribute or administer non-prescription drugs to students without parental permission.

Any student with asthma or anaphylaxis may possess and self-administer prescription medication while on school property or at a school-related event or activity if:

- (1) The prescription medication has been prescribed for that student as indicated by the prescription label on the medication;
- (2) The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- (3) A parent of the student provides to the school:
  - (a) Written authorization, signed by the parent, for the student to self-administer prescription medication while on school property or at a school-related event or activity;
  - (b) A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
  - (c) A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
    - (i) The student has asthma or anaphylaxis or both, and is capable of self-administering the prescription medication;
    - (ii) The name and purpose of the medication;
    - (iii) The prescribed dosage for the medication;
    - (iv) The times at which or circumstances under which the medication may be administered; and
    - (v) The period for which the medication is prescribed.

The physician's or provider's statement must be kept on file in the office of the principal of the school the student attends.

Section 3. If any student uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school. However, the disciplinary action may not limit or restrict the student's immediate access to the medication.

### **Body Fluids:**

A Body Fluid Policy has been adopted by the Faith School District to help in preventing the spread of significant and infectious diseases.

When possible, direct skin contact with body fluids should be avoided. Each staff member will be given a pair of disposable rubber gloves at the beginning of the school year and after they are used once, the gloves should be thrown away in a lined trash can and a new pair should be picked up. Disposable gloves will be available at the Principal's Office, from the Athletic Director or from the Custodian. The disposable gloves are to be used when direct hand contact with body fluids are anticipated.

The following secretions or excretions can contain contagious disease spreading germs: blood, saliva, nasal discharges, tears, vomit, urine or feces. Extreme care is urged when coming in contact with the above-mentioned body fluids.

In situations where unanticipated skin contact with body fluids occurs and disposable gloves are unavailable, hands or other affected skin areas of all exposed persons should be washed with soap and water, rinsed, and dried with a disposable paper towel and the towels disposed of in plastic garbage sacks.

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. The disinfectant should be registered by the Environmental Protection Agency for use as a disinfectant in medical facilities and hospitals.

Some examples of disinfectants should be of the following classes:

- A. Ethyl or isopropyl alcohol (70%)
- B. Phenolic germicidal detergent in a 1% aqueous solution (e.g. Lysol)
- C. Sodium hypochlorite solution (household bleach), 1 part bleach to 10 parts water. The mixture needs to be prepared each time used.
  1. Janitorial disinfectants that meet the qualifications.

## Guest Teacher

**Thank you for being here today! There are many people that are happy to help you with any questions that you might have concerning the schedule, etc.**

Your name \_\_\_\_\_

Teacher you are substituting for \_\_\_\_\_

Date/s \_\_\_\_\_

Were the lesson plans clear? Yes \_\_\_\_\_ No \_\_\_\_\_

What was missing?

Were there any problems with students? Please describe.

Were you able to correct any papers?

Please share how your day went.

How could the teacher make it easier for you next time?

**Please feel free to bring problems to the principal or superintendent, we are here to help you and the students make this an academic day.**

# The 3 R's of Discipline:

## **Respect**

Self  
Staff  
Property  
Guests

## **Responsibility**

Actions  
Learning  
Appearance

## **Reasoning**

Problem Solving  
Good Choices



**Appendix B:**

**FAITH SCHOOL DISTRICT #46-2  
ACCIDENT REPORT**

**NAME OF STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**NATURE OF ACCIDENT:**

**ACTION TAKEN:**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPENDIX C:**

**Faith School District Injured Party Report**

If a student of the Faith School is seriously injured in any manner, the parents of the student will be notified as soon as possible. However, when a child has been kicked, hit, or pushed by another student, there is the potential that an injury has occurred that is not easily identified. Therefore, it will be the practice of Faith School District personnel to describe in writing, where the child was struck and/or how they landed. A copy of this document will be forwarded to the child's parents, so if potential complications arise as a result of the incident, appropriate medical treatment can be administered.

Students have different tolerance for pain and they react to pain in different ways. As a guide for personnel; any time a student is kicked, hit, or pushed by another student and the assaulted student sheds tears or otherwise displays characteristics that signal potential injury, a report should be filed. The report will include only information that pertains to the injury.

**Student Name:** \_\_\_\_\_ **Date of incident:** \_\_\_\_\_

**Person filling out form:** \_\_\_\_\_

**Description of injury:** \_\_\_\_\_

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