

WELCOME

The administration and faculty of the Interstate 35 Community School District would like to welcome you. As a substitute in any capacity, you are an **important** member of our staff, because it is your responsibility to provide students with instruction and/or supervision when a staff member is absent.

This handbook is designed to help you in your efforts to learn as much as you can about the district. Please read the handbook carefully. It can be your guide to a more successful year with our district.

You are welcome to visit any of our buildings or observe a classroom at any time. Simply contact the building administrator. We hope that your experiences as a substitute in the Interstate 35 Community School District will be meaningful and productive.

PROFESSIONAL ETHICS

If, in your role as a substitute, you need access to student records, please contact the administrator. These records, which are maintained to provide the professional staff with necessary information concerning students is of a confidential nature and must be kept confidential by the substitute.

As a substitute working in different areas of the building, you will observe many classroom formats. You are expected to make every effort to carry on the program of the regular staff member.

QUALIFICATIONS AND REQUIREMENTS

CERTIFIED STAFF

To be employed as a substitute in the Interstate 35 Community School District you must have the following on file with the superintendent's office:

1. Application for substituting
2. A copy of your teaching or nursing license
3. Background check form
4. Physical examination (once at the beginning of employment)
5. Emergency contact and worker's comp policy signed
6. Federal and state withholding tax forms including a copy of your driver's license and social security card, or passport (these documents must be returned to the superintendent's office for you to receive your paycheck)
7. Paycheck mailing form (to allow us to mail your paycheck, otherwise you can pick it up on payday) or direct deposit authorization form

SUPPORT STAFF (ASSOCIATE, SECRETARY, COOK, CUSTODIAN)

1. Application for substituting
2. Background Check form
3. Physical examination (once at the beginning of employment)
4. Emergency contact and worker's comp policy signed
5. Federal and state withholding tax forms including a copy of your driver's license and social security card, or passport (these documents must be returned to the superintendent's office for you to receive your paycheck)

6. Paycheck mailing form (to allow us to mail your paycheck, otherwise you can pick it up on payday) or direct deposit authorization form.

BUS DRIVERS

1. Application for substituting
2. Current Class B Commercial Driver's License with the following endorsements: School Bus,
3. Air Brake, Passenger.
4. School bus authorization card from the Iowa Department of Education
5. Ability to pass a Department of Transportation physical (required DOT physicals will be paid for by the district and will take place at Iowa Health Occupational Medicine West. Please call (515) 241-2020 to schedule an appointment)
6. Ability to pass State of Iowa Criminal History Record Check (including sex offender registry, child and adult abuse registry, and driving record check)
7. Ability to pass drug and alcohol testing- employees operating a school vehicle are subject to pre-employment testing, random testing, and follow-up drug and alcohol testing.
8. Emergency contact and worker's comp policy signed
9. Federal and state withholding tax forms including a copy of your driver's license and social security card, or passport. These documents must be returned to the superintendent's office for you to receive your paycheck.
10. Paycheck mailing form (to allow us to mail your paycheck, otherwise you can pick it up on payday) or direct deposit authorization form

After you have completed an application, fulfilled the above requirements, and provided the superintendent's office with your documents, new substitutes should meet with principals to share expectations of the substitute position on your first day.

SUBSTITUTE CALLING PROCEDURE

Sheryl Young, Substitute Coordinator (515-705-9241)

The substitute coordinator is Sheryl Young. Sheryl will contact substitute teachers/nurses/associates. Sheryl will be primarily available at 515-705-9241 from 5:00 pm to 9:00 pm and 6:00 am to 7:00 am, if you need to reach her. In situations requiring short notice or after 7:00 am, you may be contacted by a building secretary for an assignment.

It is our goal to keep you as busy as possible. You have the privilege to accept or reject assignments; however, those who accept jobs regularly will be called upon more frequently than others.

EMERGENCY OR WEATHER RELATED SCHOOL CANCELLATIONS

The district does NOT pay for scheduled substitute jobs that have been cancelled due to emergency school cancellations. It is your responsibility to refer to the local television and radio stations the morning of your scheduled assignment to see if Interstate 35 Schools have been cancelled. The substitute coordinator will **NOT** notify you if school has been cancelled.

SUBSTITUTE TEACHER/NURSE/ASSOCIATE ASSIGNMENTS

Substitutes are expected to arrive as close to the start time as possible and expected to remain at the building assigned until the departure time. Substitutes must check in and out with the building administrator's secretary. 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 should become ill or an emergency arises during the day while substituting, always contact the building secretary before leaving the building assigned. **If an emergency occurs and you are unable to report at the assigned time, please call the substitute coordinator.**

FULL DAY ASSIGNMENTS:

| BUILDING LEVEL | ARRIVAL TIME | DEPARTURE TIME |
|-----------------------|---------------------|-----------------------|
| PK-12 | 7:45 a.m. | 3:45 p.m. |

You will receive instructions as to when the assignment begins and ends at the time of offer. If your assignment is for ½ day or less, you will be paid for ½ day; if it is for a longer duration, you will be paid for 1 full day. Please complete the time sheet appropriately to assist us in tracking hours for the requirements of the Affordable Care Act.

IN-SERVICE MEETINGS

Substitute teachers and nurses are welcome at staff meetings and in-service meetings; however, attendance is not required. Long-term substitutes should talk with the building administrator concerning attendance at staff meetings or in-service meetings and other pertinent information (i.e. start date, ending date, etc.)

WHAT TO DO WHEN YOU ARRIVE

TEACHER, NURSE, AND ASSOCIATE SUBSTITUTES:

Be sure to report to the school office to secure your assignment for the day, obtain a substitute ID badge, room key, and any other necessary information. If you would like to purchase a school lunch, please notify the lunch cashier and they will be able to help you.

Certified Staff:

- Locate the teacher's mailbox and check for items that might pertain to the day's activities.
- When you arrive at the classroom, locate the lesson plan book, substitute teacher's folder, the daily schedule, attendance slips, manuals and other pertinent information on or in the teacher's desk.
- The substitute teacher's folder will contain useful information and materials for your day.
- Carefully review the teacher's lesson plans, check the classroom teacher's schedule for any special duties that you may be expected to perform such as recess, lunchroom, bus duty, etc.
- Familiarize yourself with emergency procedures. Fire drill and tornado drill instructions are posted as well in each classroom.

KITCHEN SUBSTITUTES:

Arrive at assigned time and report to high school kitchen to sign in. Read through instructions posted in the locker room, wash hands thoroughly, put on hair net and apron. Check with the person in charge as to duties to complete, and when completed get further direction. Be sure to sign out at the end of the day.

BUS DRIVER SUBSTITUTES:

If possible, arrange to meet with regular driver and run through the route in advance if not already familiar with route. On the day of assignment, arrive on time allowing 20 minutes for pre-trip at the beginning of the route, and check in with transportation coordinator, or designee. Refer to "Transportation Employee" handbook for more specific information regarding standard procedures. Be sure to clock out after post trip and report any serious incidents to transportation coordinator.

CUSTODIAL SUBSTITUTES:

Check in with head custodian to obtain keys and time sheet and receive any daily instructions. Head custodian will familiarize sub with assigned cleaning area and method of cleaning. Cleaning priority is as follows:

1. Empty trash cans, replacing liner as needed
2. Sweep, sanitize, and mop restrooms and locker rooms
3. Sweep hallways and classrooms
4. Vacuum rooms and door runners
5. Mop or scrub hallways and classrooms
6. Remove any black marks on floors
7. Other duties as assigned

At the end of shift, return keys to head custodian and sign out on time sheet.

CLASSROOM RESPONSIBILITIES

REPORTING ABSENCES

Student attendance must be taken daily (each period for secondary). Attendance will be taken at the beginning of the day. The procedure followed at each building will be explained in the substitute folder. No student should be excused from class or school without a pass securing the permission of the administrator or the secretary.

STUDENT MANAGEMENT

Creating a favorable rapport is an important aspect of successful substitute teaching. A few suggestions may help you establish good classroom routines.

- A. Provide for efficient learning situations and develop an atmosphere of mutual respect between teacher and students.
- B. Expect good behavior-students tend to respond to what is expected of them. A positive approach is worth more than many negative rules. Avoid making threats that cannot be carried out.

- C. Have materials ready. Be organized at the beginning of class.
- D. Be aware of the attention span of the students. Know when to change activities.
- E. Except for a real emergency, never leave the class unattended.
- F. Some buildings have established special approaches to discipline at certain grade levels or school wide. Check the substitute's folder for specific instructions and feel free to contact a neighboring teacher if additional information is needed.
- G. Corporal punishment is defined as the intentional physical punishment of a student and is strictly prohibited as per Board Policy 503.5. At all times work to maintain the dignity of the student(s) in all learning and/or discipline situations.
- H. If you have questions concerning discipline, contact the administrator or as directed in substitute folder.
- I. Substitutes are to contact parents only under advisement of the administrator.
- J. Common sense should prevail when administering all rules and guidelines.
- K. Special care and attention should be given so all answer keys and tests are secure.

CLASSROOM ROUTINE

Follow the regular classroom teacher's plans and programs as closely as possible. The teacher's lesson plans, along with other information about rooms, seating, and assigned duties will be available. Report any unusual or exceptional classroom situation to appropriate personnel.

HOMEWORK

Do not assign homework unless the homework has been planned by the regular teacher. Substitutes who expect to be in an assignment a week or more may assign homework after discussing this with the teacher, team/grade coordinator, coworker, or administrator.

NURSE AND INJURIES

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

No school employee shall prescribe medicine for a pupil or for another employee.

1. Administering of medicine is done by the school nurse.
 - a) In case of some illnesses, it may be necessary for a child to take medicine at school. In such a case, a permission note signed by the parent must accompany the medication or the parent should sign a consent form.

2. The designee who has been trained under the State Department of Public Health guidelines should be entrusted to give the medication in the absence of the nurse.
3. Medication must be brought in the prescription container or the container in which it was purchased with the following information:
 - a) Child's name
 - b) Name of medication
 - c) Dosage
 - d) Time to be administered

END OF THE WORK DAY

Leave a summary of the work accomplished and any unusual problems that may have arisen during the absence of the teacher. Correct assignments or tests unless otherwise noted. Teachers will also appreciate a note highlighting a specific experience with the class or an 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. Check in the office for future plans. Return the substitute ID badge to the building secretary. We are interested in your ideas. Please feel free to discuss any suggestions or concerns with the building administrator.

PAYMENTS AND BENEFITS

Substitutes are paid on the 10th and 25th of each month, or the Friday before if the 10th or 25th falls on the weekend, or the last school day before a recess or holiday in which the 10th or 25th falls. The cutoff for the pay period ending the 10th will be paid on the 25th of the same month; likewise, the cutoff for the pay period ending on the 25th will be paid on the 10th of the following month. In order for you to receive payment on payday, the building secretary must have the proper substitute time sheet by the end of the cutoff date. Time sheets are tracked by the building secretary. It is the responsibility of the substitute to record worked time properly and sign the time sheet. It is recommended that each substitute track time worked in the event of discrepancies. Payroll forms must be completed before substitute checks are mailed. If you are new to our district, Cindy Kennedy in the superintendent's office would be happy to assist you with any questions you may have regarding the completion of the necessary payroll paperwork. Pay rates for our substitutes are as follows:

Substitute Teacher: \$105 per day for the first consecutive 5 days*
 \$154.50 per day after 5 consecutive days*

Substitute Nurse: \$94.50 per day for the first consecutive 5 days*
 \$139.00 per day after 5 consecutive days*

***Consecutive days in the SAME ASSIGNMENT**

Non-Certified Substitute Pay:

Regular Ed Associate: \$8.67 per hour
 Special Ed Associate: \$8.67 per hour
 Library Media Associate: \$8.67 per hour

| | |
|-----------------------|-------------------|
| Secretary: | \$9.47 per hour |
| Cooks: | \$8.67 per hour |
| Custodians: | \$10.12 per hour |
| Route Driver: | \$35.80 per route |
| Activity Trip Driver: | \$12.49 per hour |
| Van Driver: | \$11.31 per hour |

Iowa Senate File 2222 effective July 1, 2008, mandates that if you choose to receive an actual paycheck rather than direct deposit, the school district cannot mail your paycheck until you sign and return the "Paycheck Request" Form that was provided to you in the substitute packet. Failure to return this form will result in your paycheck remaining at the superintendent's office until you pick it up. By choosing direct deposit, your paycheck is instantly deposited into your bank account on payday and a non-negotiable direct deposit receipt is mailed to you for your records. The district **HIGHLY ENCOURAGES** direct deposit, which eliminates lost paychecks and delayed check reissues. Direct deposit also helps avoid the confusion of paychecks to be mailed versus paychecks required to be held at the superintendent's office. A "Direct Deposit Authorization" form is available in your substitute packet at the superintendent's office.

WITHHOLDING FROM PAY

Federal and state taxes and the employee's Social Security and Medicare payments are withheld from each paycheck as required by law. IPERS will also be deducted after earning \$1,000 in two consecutive quarters.

BENEFITS

Substitute teachers are covered by the district's liability insurance and by worker's compensation. In addition, the district contributes the employer's contribution percent to social security for each substitute.

NOTICE OF CONTINUANCE OF SERVICE

Each school year substitutes are needed to temporarily replace teachers who find it necessary to be absent from their teaching responsibilities. Those substitute teachers who wish to return for the coming school year are invited to do so and will receive a verification of interest form mailed to their home in the summer preceding the upcoming school year. The form is to be completed and returned prior to the beginning of the school year (a specific return date is usually included in the form each year).

NOTICE OF DISCONTINUANCE OF SERVICE

Any substitute who chooses to discontinue his/her service as a substitute in the Interstate 35 Community School District must indicate this either on the "Substitute Verification" form received during the summer or they must submit a letter of resignation. Either way, you must state the reason you will no longer substitute for Interstate 35 Schools. Letter should be addressed as follows:

Interstate 35 Community School District
Attn: Superintendent's Office
405 E North Street, PO Box 79
Truro, IA 50257-0079

CONCLUSION

The role of the substitute is important to the daily operations of our school district. We hope you will do your best to meet this challenge by rendering a professional type of substitute service.

DIRECTORY

Interstate 35 Elementary (Grades PK-5)

(641) 765-4901

Mr. Casey Christensen, Principal

LeAnn McFarland, Secretary

Danya Adair, Secretary

445 E North St, PO Box 200

Truro, IA 50257-0200

Interstate 35 Secondary School (Grades 6-12)

(641) 765-4908 or 765-4818

Mr. Steven Kaster, Principal

Rose Dickinson, Dean of Students

Deann Strange, Secretary

Tiffany Johnson, Secretary

405 E North St, PO Box 79

Truro, IA 50257-0079

Interstate 35 Bus Shed

(641) 765-4720

Mrs. Bobbie Jo Finley, Trans. Coordinator

405 E North Street, PO Box 79

Truro, IA 50257-0079

Interstate 35 Kitchen

(641) 765-4291

Ms. Candy Millard, Food Service Director

405 E North Street, PO Box 79

Truro, IA 50257-0079

Interstate 35 Custodial Department

(641) 765-4291

Rick Gray, Director of Buildings & Grounds

405 E North Street, PO Box 79

Truro, IA 50257-0079

Interstate 35 Superintendent's Office

(641) 765-4291

Dr. Kevin Fiene, Superintendent

Lori Jordan, Superintendent Secretary

Cindy Kennedy, A/P Secretary

Ted Bauer, Business Manager

Connie Neer, Human Resource Director

405 E North St, PO Box 79

Truro, IA 50257-0079

EQUAL OPPORTUNITY/NON DISCRIMINATION

The Interstate 35 Community School District shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district shall take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, national/ethnic origin, creed, gender, gender identity, age, religion, sexual orientation, socioeconomic status, marital status, or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Interstate 35 Community School District, PO Box 79, Truro, Iowa 50257; or by telephoning 515-765-4291.