

Substitute Teacher Handbook

2018-2019

Iditarod Area School District

***Iditarod is the heart of Alaska. We are connected as the
adventure continues.***

**IASD District Office
P.O. Box 90
McGrath, AK 99627**

Dear Substitute,

Thank you for fulfilling the need of substitute teacher at your local school. This handbook is meant to be a resource for you. We hope that it will answer any questions you have about your role as substitute teacher. We want your time spent with the kids to be both beneficial and rewarding for you and the students.

It is imperative that you do your best to follow the lesson plans and instructions given to you by the regular teacher. We do understand that you may be unfamiliar with your new role, the students, and or subject, but we do ask that you do your best to keep the kids on track with the prepared lesson plan.

Please take the time to familiarize yourself with this handbook. You will find information inside about our expectations of you and the students, the daily schedule, student behavior, what to do in an emergency, and more. Everything contained in this Handbook is adapted from the Student Handbook and the Board Policies. If you have any questions or concerns that are not addressed in this Handbook please feel free to contact your school Principal or the District Office.

Thank you for your time and dedication.

Sincerely,
IASD District Office

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Introduction to Iditarod Area School District

The Iditarod Area School District is comprised of ten villages and seven schools (brick and mortar) spread out over 43,000 square miles, an area about the size of Ohio. Separated from the main road system by the Alaska Range, there are no connecting roads into or out of any of our villages. Our schools border two river systems, the Yukon River and the Kuskokwim River, which are separated by the Beaver Mountains.

IASD currently serves a total of 340 students. In addition to its seven schools, IASD also hosts a Distance Learning Program for students/families who are seeking a more individualized program. Technology is integrated into daily classroom instruction as both an intervention tool and a means of supplementing curriculum options. Collaboration at all levels of the district is achieved through VTC, Blackboard and face-to-face gatherings. Partnerships with village and regional agencies are crucial in building a joint educational responsibility. The seven member school board is dedicated to honoring the needs of all students and supports the implementation of a variety of programs and traditions.

Schools:

Blackwell School

PO Box 90
Anvik, AK 99558
(907) 663-6348

David-Louis Memorial School

PO Box 90
Grayling, AK 99590
(907) 453-5135 or 5165

Innoko River School

PO Box 49
Shageluk, AK 99665
(907) 473-8233

Holy Cross School

PO Box 210
Holy Cross, AK 99602
(907) 476-7131

McGrath School

PO Box 290
McGrath, AK 99627
(907) 524-1201

Takotna Community School

PO Box 7510
Takotna, AK 99675
(907) 298-2115

Top of the Kuskokwim School

PO Box 9190
Nikolai, AK 99691
(907) 293-2427

Reporting to Work

School Officially begins at 8:30 Monday-Friday. We ask that all substitute teachers arrive 30 minutes before school starts. All substitutes are expected to be with the students until the end of the school day which is 3:00 p.m. They are expected to stay 30 minutes after the school day ends. Each teacher has their own schedule and routines, but you will find a copy of the schools' daily schedule attached at the back of the handbook.

Classroom Etiquette

- Put your coat and all personal items away.
- If it is your first time substituting for that particular classroom, write your name on the board.
- Introduce yourself to a neighboring teacher
- Review the lesson plans, books, materials, and assignments left by the teacher.
- If you are unfamiliar with the emergency procedures, please familiarize yourself with the booklet located near the class door.
- Make sure you have all of the supplies and materials you will need. If you think you need additional items you can ask a neighboring teacher for assistance or check the teacher supply room.
- Introduce yourself to the students and learn their names at the beginning of class.

Responsibilities

- Please do your best to follow the lesson plans provided by the teacher.
- Perform other duties that you may be responsible for such as meal supervision and recess duty.
- Come to school on time and ready to work. If you are going to be late for any reason please contact the school Principal.
- You must stay on the school property at all times unless you have been given permission to leave from the Principal.
- Please, NEVER LEAVE THE STUDENTS UNSUPERVISED. If you have an emergency or an incident please follow the proper steps to report it.
- Keep record of all students present, absent, or tardy.
- Be familiar with school rules and policies and make sure that the students are following them.
- Assist students with their work when they have questions. Do NOT just give them the answers.
- Do your best to keep students actively engaged while learning.
- Make sure that the students clean up their desk and work area before leaving at the end of the day.
- Maintain structure and order in the classroom.

Appearance and Dress (BP 4119.22)

The Iditarod School Board believes that since teachers serve as role models, they should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

Iditarod School Board encourages staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Clothing that may be appropriate for shop instructors or gym teachers may not be appropriate for classroom teachers.

Code of Ethics

The Iditarod School Board expects district employees to maintain the highest ethical standards, to follow district policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the district and the goals of the educational program.

The Iditarod School Board encourages district employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong.

You can read the complete Code of Ethics on page 11.

School Day Information

Brunch and Lunch

The school does provide the students with Brunch and Lunch each day. Some kids may choose to bring their own food. All food is to be consumed in the lunch room during the designated Brunch and Lunch times. We can not force the kids to eat all of their meal, but we do encourage them to eat what they take. Teachers and Substitutes are asked to be in the lunch room with the kids while they are eating in order to help supervise and keep record of who is eating the school provided meals.

*Note: You are welcome to eat the school provided Brunch and Lunch on the days that you are substituting or you may bring your own.

Recess

Each day the students have a scheduled recess. They will either play outside on the playground or inside in the gym. This will be determined by the weather and conditions outside. The Principal or senior teacher will make that decision. There must be two school staff supervising at all times. If the teacher you are substituting for is scheduled to be on Recess Duty, you will be responsible to be present during the Recess so that you can assist with supervising.

Emergencies

The Iditarod Area School District has a detailed plan for emergencies. There is an Emergency Procedures booklet by the door in every classroom. Please familiarize yourself with the emergency evacuation routes and the different procedures. There are names and phone numbers of the proper people to call in case of emergency.

Drills

Occasionally the school does Fire Drills and other Drills. When these take place, please treat the drill as a real emergency and follow the appropriate procedures in a timely and orderly fashion.

School Policies

Student Dress Code

Clothing bearing inappropriate messages or depicting drugs, alcohol tobacco, obscenity, profanity, violence, words, or depictions demeaning to others are not allowed. Some clothing items considered inappropriate for school are:

1. Provocative clothing which may include, but is not limited to: spaghetti straps, low necklines, clothing which reveals underwear, halter tops, skirts, shorts and dresses of inappropriate length (above knee cap), bare midriffs, bare backs (to include boys without shirts).
2. Hats (exceptions will be made during special occasions and activities)
3. Hoods

Internet/Electronics

IASD provides a technology-rich environment to enhance student learning. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the educational objectives of the school district. Students shall use technology, including the Internet, in a safe, responsible and appropriate manner. (School Board Policy 6161.4)

Each student has signed a Responsible Technology Use Agreement. They are aware of the rules and regulations that accompany the use of Technology in the classroom. If you would like to see a complete copy of the Responsible Technology Use Agreement you can find it at iditarodsd.org. Go to Menu – Documents – Parents – IASD_Studnet_TechK-6 or IASDStudentTech7-12.

Food and Drink

Food and drink shall not be consumed on school property except at such times and places as may be designated by the local school administrator.

The IASD Wellness Policy shall be followed during school hours in regards to food and drink in the school. Please refer to the Wellness Policy in the Student Handbook for more information.

**You may drink coffee and water in the classroom, but please make sure it is out of reach of any children.*

Student Behavior

Sometimes students misbehave and break the rules. Here are a few policies from our Student Handbook that will help guide you if there is an incident while you are teaching or supervising the kids. If something happens and you are unsure what to do, do not hesitate to ask one of the other school teachers or staff for assistance.

RIGHT TO NONDISCRIMINATION (BP 5145.3)

District programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability. The School board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education, and other activities. Separate arrangements may be made for students according to sex during sex education programs and physical education activities involving bodily contact (AS 14.18.050). School staff and volunteers shall receive training in sex discrimination and stereotyping in instruction, guidance, and supervision.

RIGHT TO EXPRESSION (BP 5145.2)

The school Board respects the students' right to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, and the printed materials they choose to post or distribute. Students liberties of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health, and safety of member of the school community.

Students are prohibited from making any expressions or distributing or posting any materials which are obscene, libelous, or slanderous, or which demonstrably incite

students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation.

All printed matter and petitions distributed, circulated or posted on school property shall bear the name and address or contact location of the sponsoring organization or individual.

RIGHT TO PRIVACY

Students, their lockers, and their desks shall be immune from search, except for general searches as provided below, by school officials except in the case that there is reasonable cause to believe that illegal, dangerous, disruptive, or prohibited items are present. Such search shall be for a specific item(s) and take place in the presence of the student and a third party if each can be located. No search shall be made without first attempting to contact the student, except in the case that the suspected item(s) poses a threat to life or property. The above provisions do not apply to general searches conducted for a specific purpose(s) announced at least forty-eight (48) hours prior to the search. All illegal, dangerous, disruptive, or prohibited items obtained in searches may be temporarily seized by school authorities and may, at the discretion of the local school administrator, be turned over to the police.

RIGHT TO CONFIDENTIALITY AND ACCESS TO STUDENT RECORDS

Confidentiality and access to student records shall be governed by the provisions of the "Family Education Right and Privacy act" (PL93-380). A complete copy of the District policy regarding student records shall be available to students and to parents or guardians. Upon request to the local administrator.

RIGHT TO DUE PROCESS

The constitutional rights assured to individuals include the guarantee that no person shall be deprived of life, liberty, or property without due process of law. Students are recognized as persons under the Constitution and a system of constitutionally and legally sound procedures have been developed for the administration of discipline in the schools. The hallmark of the exercise of disciplinary authority shall be fairness. Before the imposition of a sanction, a student shall be given an opportunity to contest any alleged facts leading to the proposed disciplinary action, and to present his/her version of the facts.

Students shall have the right to due process in matters including, but not limited to simple discipline, the denial of admission to school, or the suspension or expulsion from school. Students may be denied admission, suspended, or expelled for the following causes only:

- . Continued willful disobedience or open and persistent defiance of reasonable school authority*
- . Behavior, which is inimical to the welfare, safety, or morals of other students*
- . A physical or mental condition, which, in the opinion of a competent medical authority, will render the student unable to benefit reasonably from the programs available.*
- . A physical or mental condition which, in the opinion of a competent medical authority, will cause the presence of the child to be inimical to the welfare of the other students; or*
- . Conviction of a felony, which the Board determines will cause the presence of the student to be inimical to the welfare or education of other students.*

PROGRESSIVE DISCIPLINE PLAN

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of the particular student and will take into account the student's discipline history, the age of the student and other relevant factors. The code of conduct has been adopted to protect and foster respect for the rights of IASD schools, students and staff. Infractions of this Code of Conduct are grouped into four levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. Additional violations of four (4) or more will be addressed according to the discretion of the site administrator or designee. These represent recommended guidelines in the disposition of discipline situation. Depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation. In all cases, administrative discretion will be exercised.

**Note you can find the complete Progressive Discipline Plan in the Student Handbook.*

Code of Ethics BP 4119.21/4219.21/4319.21

In fulfilling obligations to students, an educator:

- May not deliberately distort, suppress or deny access to curricular materials or educational information in order to promote the personal view, interest, or goal of the educator;
- Shall make reasonable effort to protect students from conditions harmful to learning or health and safety;
- May not engage in physical abuse of a student or sexual conduct with a student and shall report to the commission knowledge of such an act by an educator;
- May not expose a student to unnecessary embarrassment or disparagement;
- May not harass, discriminate against, or grant a discriminatory advantage to a student on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social or cultural background, or sexual orientation; shall make reasonable effort to assure that a student is protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable student to develop a prejudice on these grounds;
- May not use professional relationships with students for private advantage or gain;
- Shall keep in confidence information that has been obtained in the course of providing professional service, unless disclosure serves a compelling professional purpose or is required by law;
- Shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.

In fulfilling obligations to the public, an educator:

- Shall take reasonable precautions to distinguish between the educator's personal views and those of any educational institution or organization with which the educator is affiliated;
- Shall cooperate in the statewide student assessment system established under 4 AAC 06.710 – 4 AAC 06.790 by safeguarding and maintaining the confidentiality of test materials and information;
- May not use institutional privileges for private gain, to promote political candidates, or for partisan political activities;
- May not accept a gratuity, gift or favor that might influence or appear to influence professional judgement, and may not offer a gratuity, gift, or favor to obtain special advantage;
- May not knowingly withhold or misrepresent material information in communicating with the school board regarding a matter before the board for its decision; and
- May not use or allow the use of district resources for private purposes not related to the district programs and operation.

In fulfilling obligations to the profession, an educator:

- May not, on the basis of race, color, creed, sex, age, national origin, marital status, political or religious beliefs, physical condition, family, social or cultural

- background, or sexual orientation, deny to a colleague a professional benefit, advantage, or participation in any professional organization, and may not discriminate in employment practice, assignment, or personnel evaluation;
- Shall accord just and equitable treatment of all members of the profession in the exercise of their professional rights and responsibilities;
 - May not sexually harass a fellow employee;
 - Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves a compelling professional purpose;
 - Shall provide, upon the request of the affected party, a written statement of specific reasons for recommendations that led to the denial of increments, significant changes in employment, or termination of employment;
 - May not deliberately misrepresent the educator's or another's professional qualifications;
 - May not falsify a document, or make a misrepresentation on a matter related to licensure, employment, evaluation, test results or professional duties;
 - May not intentionally make a false or malicious statement about a colleague's performance or conduct;
 - May not intentionally file a false or malicious complaint with the commission;
 - May not seek reprisal against any individual who has filed a complaint, provided testimony or given other assistance in support of a complaint filed with the commission;
 - Shall cooperate fully and honestly in investigations and hearings of the commission;
 - May not unlawfully breach a professional employment contract;
 - Shall conduct professional business through appropriate channels;
 - May not assign tasks to unqualified personnel;
 - May not continue to or seek professional employment while unit due to
 - A. Use of drugs or alcohol that impairs the educator's competence or the safety of students or colleagues;
 - B. Physical or mental disability that impairs the educator's competence or the safety of students or colleagues;
 - May not interfere with a colleague's exercise of political or citizenship rights and responsibilities.

Timesheets

Please keep track of the days and hours that you work. You can find time sheets at the back of this handbook or at iditarodsd.org – Documents – Class-Temp_Hourly_Time_Sheet. This is a biweekly time sheet and will need to be turned in by the 15th and 31st of each month. You can give your signed Timesheet to the Principal or senior teacher or email it to tvanderpool@iditarodsd.org .

IDITAROD AREA SCHOOL DISTRICT
Hourly Employees: Classified & Temporary/Short Term Timesheet

SSN: _____ Name: _____

Pay Period Ending _____ Location Code: _____

Classified Positions: Permanent, & Permanent-Seasonal

Fund/ Function	Job Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total Hours	Hourly Rate
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
F100	Maintenance																	
F100	Custodian																	
F255	Cook																	
F256	Cook-FFVP																	
F100	Office Support																	
F100	Aide- Reg. Instruction																	
F100	Aide- Special Ed.																	
F260	Aide- Special Ed.																	
F261	Aide-Title I																	
F358	Aide- Indian Ed.																	
Leave	Personal OR Annual																	
Leave	Sick																	
Leave	Leave W/O Pay																	
Leave	Holiday Pay																	
Total Permanent Hours:																		

Temporary Positions: Substitute, & Short Term Hours

Fund/ Function	Job Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total Hours	Hourly Rate
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
100.099.60 0.loc.329	Sub Maintenance																	
100.099.60 0. loc.329	Sub Custodian																	
255.loc. 790..329	Sub Cook																	
100.loc. 450..329	Sub Office Support																	
Name:	Sub Aide																	
100.loc. 100..329	Sub Teacher																	
____.loc. 352.yr.329	Library Aide																	
Event:	Short Term Instructor																	
Event:	Local Rec. Expert																	
Total Temp Hours:																		

Other Information:(substitute for, extra hours explanation) _____

I certify that the time and hours of work recorded above are true and correct.

Employee Signature

Date

Supervisor's Signature

Date