

# **Substitute Handbook**

**Bon Homme School District #04-2**

## **Substitute Teachers**



**July 1, 2022 – June 30, 2023**

## **OUR BELIEFS**

- We believe that children are lifelong learners who must be prepared to meet the challenges of the future.
- We believe that a positive classroom environment with high expectations is important to student success.
- We believe that students are entitled to receive instruction from highly qualified, professional staff.
- We believe that education is the joint responsibility of the parents, the community, and the school.
- We believe that students need to become productive citizens of a rapidly changing world.

Adopted: November 12, 2007

Reviewed: June 2008

## **OUR MISSION**

*TO ENSURE THAT STUDENTS HAVE THE RESOURCES TO SUCCEED IN A CHANGING WORLD*

Adopted: May 9, 1994

Reviewed: June 2008

## **VISION STATEMENT**

The vision of Bon Homme School District is to provide the opportunities for each Bon Homme student to succeed as a lifelong learner in our changing world. The most relevant and rigorous educational program possible will be provided through positive leadership, quality academics, and opportunities for social, emotional, and character development. All Bon Homme graduates will successfully pursue and enjoy lifelong learning, understand the importance of community involvement, and successfully compete in the work force. Bon Homme Schools must strive to accelerate all students mathematical problem solving and reading comprehension skills as applied across the curriculum. To achieve this vision, we will maintain a climate of low anxiety, high expectations, and high productivity using technology and available resources to enhance quality learning experiences. The district will support and encourage professional development across the curriculum with the understanding that only through high quality professional development and instruction will students reach maximum achievement potential.

Adopted: June 11, 2007

Reviewed: June 2008

## **EQUAL OPPORTUNITIES**

It is the policy of Bon Homme School District #04-2 to provide, through a positive and effective program, equal opportunities for education, employment, retention, and advancement of all people regardless of race, color, creed, national origin, handicap, political affiliation, or sex. It is also understood that no two students are exactly the same or excel at the same rate.

The purpose of the policy is to accomplish the following:

1. To provide every student with an equal opportunity to participate in and learn from all school activities.
2. To insure equal opportunities for the education, promotion, and transfer of all persons.
3. To insure that the concept of equal educational opportunities serves as a guide for the Board and the staff in making decisions, relating to school facilities, employment of personnel, selection of educational materials, equipment, curriculum, and regulations affecting students.

## **FEDERAL PROGRAMS POLICY PROHIBITING DISCRIMINATION AND GRIEVANCE PROCEDURE**

Bon Homme School District #04-2 will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, marital status, disability, age, religion, ancestry, or any other legally protected classification. All middle/high school students may participate in Career Technology Education Programs. Announcement of this policy is in accordance with Federal Law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

504 Coordinator Ms. Barbara Lindquist  
Title IX Coordinator Lisa Tolliver

Both individuals may be reached at Bon Homme School District #04-2  
1404 Fir Street, Tyndall, SD 57066 Telephone: (605) 589-3388

South Dakota Regional Office for Civil Rights:  
Office for Civil Rights

U.S. Department of Education  
One Petticoat Lane, 1010 Walnut St, 3<sup>rd</sup> Floor, Suite 320  
Kansas City MO 64106

Telephone: 816-268-0550; FAX: 816-268-0559; TDD: 800-877-8339

Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## **GUIDE FOR SUBSTITUTE TEACHERS**

We welcome the people who work in our school system as substitute teachers. This guide is an attempt to acquaint you with our classroom routine and the role of a substitute teacher in Bon Homme School District.

Everyone who plans to substitute teach in Bon Homme School District should attend the school orientation for substitutes during the pre-school in-service days prior to the opening of our school term each fall if a session is offered. In any event, please become familiar with the Substitute Teacher Handbook.

Requirements for employment as a substitute in Bon Homme School District are as follows:

1. Minimum of a high school diploma
2. May require a physical at the discretion of administration (paid for by the District)
3. Background check

Salary is as follows:

Certified (Valid Teaching Certificate)	\$125.00 per day
Non-Certified (No Teaching Certificate)	\$100.00 per day
Long Term –	\$193.02 per day (After 10 consecutive days retroactive to first day)

Some of the most significant points to consider when working as a substitute teacher are as follows:

1. Discipline:
  - a. Good discipline is important but teaching acceptable behavior cannot be taught, if you do not have a value system of what is acceptable or unacceptable behavior. However, being a “great disciplinarian” does not equate with great teaching. Some of the worst teachers are great wardens.
  - b. Be consistent.
  - c. Be prepared.
  - d. Be flexible – the unexpected will occur.
  - e. Do not let your students shock you.
  - f. Respond to students as if their parents were watching.
2. Lesson Plans
  - a. In most cases the classroom teacher will have instructions and materials all ready for you when you arrive for your day of teaching.
3. Suggestions for meeting a class for the first time:
  - a. Arrive early (at least 20 minutes before classes start if possible).  
Stop in the Elementary or MS/HS office to pick a room key up, if necessary. Upon arriving to the classroom, locate the sub folder to review directions for your assignment.
  - b. Examine lesson plans.

- c. Check the daily schedule and note when special classes are held. At the elementary level, there are pull-outs for speech, Title I, special services, as well as music, and P.E.
  - d. Greet students when they arrive. Introduce yourself and learn first names as soon as possible. Seating charts and/or name lists will help.
  - e. Be ready to initiate the first activity or assignment as soon as the class convenes.
  - f. Be sure you know where a pupil is going when he/she leaves the room. Middle School and High School students should take their passes with them when they leave the classroom. A sign out sheet should be used to record the student's name, destination, departing time and returning time.
4. Dress Code
- a. Substitute teachers are expected to dress appropriately. Students learn through teacher example. If substitute teachers set a high standard, students will follow with more respect for you as a substitute. Therefore, there will be less discipline problems. Blue jeans, sweats, or jogging suits will not be acceptable apparel on regular school days. On the last day of the week, jeans may be worn.
5. Other Suggestions:
- a. Substitute teachers should not use the classroom teacher's computer for personal use.
  - b. Try to follow the plans left by the teacher to the best of your ability. If they are not clear, seek help from another teacher or the principal.
  - c. Confidentiality is of the utmost importance. Never criticize a teacher, student, parent, or school. Teachers are professional people and have reasons for using certain techniques. Discussion of students or parents in public is neither appropriate nor ethical.
  - d. Leave a brief summary of the work completed or not completed, student behavior, as well as other information that would be helpful to the regular classroom teacher.
  - e. Report serious problems or any accidents to the office immediately.
  - f. Correct papers for the day (unless the teacher has stated not to do this). It is not necessary to put grades on papers or record grades in grade book. **DO NOT SEND ANY PAPERS HOME WITH THE STUDENTS, UNLESS THE TEACHER HAS DIRECTED YOU TO DO SO.**

Substitutes must perform all the duties of the teacher he/she is replacing. Other requirements are to be followed unless the teacher has left specific assignments, which do not follow the regular lesson plan requirements.

The hours of the substitute are the same as the teacher except at the end of the day. She/he may leave after all requirements are met and the room is put in order. If a room key was checked out, please return it to the office before leaving

Substitutes will be paid by a fraction of the day as listed below:

- 1-2 hours =  $\frac{1}{4}$  day
- 3-4 hours =  $\frac{1}{2}$  day
- 5-6 hours =  $\frac{3}{4}$  day
- 7-8 hours = 1 full day

We appreciate your service to Bon Homme School District and hope you have an enjoyable time in our classrooms.

### **PLAYGROUND RULES**

Students are to follow all directions of noon hour supervisors promptly and courteously – no arguing.

No student is to deliberately interrupt or interfere with someone else's game.

Games where students engage in unusual roughness are not allowed (i.e. tackle football, kill the carrier, karate kicking).

There is to be no real or play fighting.

Students are not to throw snowballs, rocks, sticks, or stones.

Students are not to enter the building or go after a ball off the playground without the supervisor's permission.

Students should have appropriate clothing on for weather conditions outside before being dismissed for recess.

One child on a swing at a time; no jumping, hooking legs, or joining arms; no standing, no twisting, or under-dogs while swinging.

No piggy-back rides.

Stay off the playground fence.

Children are to play away from the window wells and classroom windows.

Do not wrap swings over bars.

Only two on the teeter-totter at a time. Do not sit on the teeter-totter backwards.

Sit down to go down the slide at all times. No climbing up the slide.

No food, gum, or candy on the playground.

Bad language or name-calling is inappropriate.

Ask permission to remove coats.

Boots are a must during and after snowy weather.

Line up by grade quietly and orderly at the end of recess.