



**EDEN PRAIRIE SCHOOLS**

*Inspiring each student every day*

**RESERVE  
TEACHER  
HANDBOOK**

## WELCOME

Welcome to Eden Prairie Schools. Whenever you are teaching in our schools, you are working with the community's most valuable assets -- *our students*.

An effective reserve teacher plays an important role in the education of our students. We will continue to provide high quality education when you provide good instruction in the absence of the regular teacher.

We hope that your experiences in our buildings and classrooms will be rewarding. Your input and experiences are important to the success of Eden Prairie Schools. Please feel free to share your comments and suggestions with us.

If you have any questions about the upcoming school year or any other concerns or comments, please feel free to contact us.

With our district using the Absence Management system (AESOP), we are confident most of your questions can be answered by the User Guides and Videos that are available when you log into the system. If you are still unable to get your question addressed, please feel free to contact HR.

Sincerely,

Eden Prairie Schools Human Resources  
952-975-7100

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## Requirements for Reserve Teaching

A valid, current Minnesota teaching license is required to be a Reserve Teacher in the Eden Prairie Schools. The license permits you to substitute in grades K-12. To obtain a teaching license, contact:

Professional Educator Licensing and Standards Board  
1021 Bandana Blvd. E., Suite 222  
St. Paul, MN 55108  
Phone: 651-539-4200  
<https://mn.gov/pelsb/>

*It is your responsibility to assure a copy of your **current** license is on file with the district's Human Resources Office, 8100 School Road, Eden Prairie, MN 55344.*

## General Employment Information

Assignment to the Reserve Teacher List is completed annually. You will automatically remain as a reserve teacher for the following school year unless (1) you contact Human Resources directly, or (2) you subbed zero (0) days in the previous school year. **If you subbed zero days the previous school year, you must complete a new background check prior to subbing the current school year.** Completing a new background check is a district practice in place for anyone who goes more than 1 year without actively working in the district. **In addition, all reserve teachers must have a current, valid Minnesota teaching license on file in the district's Human Resources Office at the beginning of each school year.** A scanned copy sent via e-mail is sufficient.

If you are not going to be available to the district over an extended period of time (a week or more), **please block your calendar for the days you will not be available. This will prevent Absent Management (AESOP) from contacting you on days you are not available and allows the system to go to the next available sub.** This becomes critical when there is limited time to try to find a reserve teacher for the day. If AESOP is calling you, it cannot call another reserve teacher at the same time. By blocking your schedule, AESOP knows you are not available and it moves to the next available sub.

## Assignment Reporting Time

Please report to your assignment 15 minutes prior to the assignment start time. This allows you time to check in for the day, time to review any lessons plans the teacher has left, and time to prepare your day prior to the students arriving in your classroom.

## Long-Term Assignments

If you are interested in long-term reserve teaching positions, check the district's website for job postings at [www.edenpr.org](http://www.edenpr.org).

**Please note:** *Eden Prairie Schools conducts Pre-employment Criminal Background Checks on all new*

*employees, including our reserve teacher staff. This information is requested only to determine if there have been any convictions for crimes listed in the Minnesota Child Protection Background Check Act.*

## Professional Ethics

In your role as a reserve teacher, you may have access to student records and reports. These should be handled with extreme care. Many records are of a confidential nature. These records are kept in order to provide the professional staff with information about child development. Handle all such materials in a confidential manner.

Reserve teachers are responsible for knowing the principles of child development, accepted teaching techniques, educational programs, and the rules and regulations of Eden Prairie Schools.

As a reserve teacher traveling from school to school, you will observe many styles of teaching. We hope that you will understand that not all teachers teach in the same manner. Please make every effort to carry on the program of the regular teacher and to follow the teacher's plan for the day.

## Classroom Performance

As with all staff, reserve teachers are expected to conduct themselves in a professional manner while teaching in Eden Prairie Schools. If inappropriate behavior or unfavorable classroom performance is reported to the building principal, the reserve teacher will be asked to meet with the principal to discuss the area of concern before being asked to return to teach in Eden Prairie Schools. After this meeting, the building principal will recommend the continuance of the reserve teacher's employment.

## Sexual, Racial, and Religious Harassment and Sexual Violence

According to its mission, the Eden Prairie Schools seeks to maintain a learning and working environment where all feel safe and respected. The district has established a policy that defines prohibited behavior, describes the requirement that all staff and students refrain from that prohibited behavior, and describes reporting responsibilities.

## Responsibility of Reserve Teachers

District staff, including reserve teachers, are in a supervisory position relative to students. What this means is that as staff members we have an obligation that goes beyond the expectations established for peers. By policy, all staff that has information about harassment or violence toward another staff member or student--either because they receive an oral or written report or because they witnessed the behavior--should report it directly to his or her building principal or supervisor.

In addition, as an employee of the district, **you** are entitled to an environment where you feel safe and respected. You are encouraged to take action to assure you are free of harassment. Action includes reporting any behavior to the building principal where you believe you are a victim of harassment.

We have summarized the reporting procedures on the next page. Please call human resources if you have any questions or concerns about the policy.

## Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment or sexual violence by any staff member or student in the school district or has information about the sexual harassment or sexual violence of any staff member or student should report it directly to his or her building principal or supervisor, or to the district's Executive Director of Human Resources. Such reports may be verbal or in writing. *This means: If you observe this behavior or are informed about this behavior, it must be reported.*

All reports of sexual harassment/violence received by a teacher, counselor, advisor, or principal must be forwarded to the Executive Director of Human Resources immediately. Failure of the building principal, supervisor, or other staff to forward any report of alleged sexual harassment/violence to the appropriate person will result in discipline consistent with the terms of any applicable collective bargaining agreement, individual contract, or statute, and may include a verbal warning, written warning, suspension or termination.

## Formal Grievances and Other Remedies

If, after a staff member or student has reported an incident, the matter is not resolved to his or her satisfaction, then he or she may file a formal grievance using the Non-Discrimination Grievance Procedure found in Regulation 401.1R of the district's policy manual. Complainants may seek assistance from the Minnesota Department of Human Rights, the EEOC, or the courts.

## Freedom from Reprisals

The filing of a grievance or other report of sexual harassment/violence will not affect the individual's current status, nor will it affect future employment, grades, or work assignments. The school district will discipline any individual who retaliates against any person who reports sexual harassment/violence or who participates in an investigation or hearing.

*Note: This language is contained in district policy*

## Districts Weapons Policy

The Eden Prairie Schools intend to provide a safe and non-threatening learning and working environment. Therefore, students are forbidden to knowingly or voluntarily possess any instrument that is a weapon in school, on school grounds, on a school bus, within motor vehicles when used to transport students, or at a school-sponsored activity when extracurricular or co-curricular activities are provided. There is an expectation that anyone who has reason to believe a weapon is on a school site, on a school bus, or at a school-sponsored activity, has a duty to report that information to the site administrator.

## Definition of a Weapon

Weapons are any firearm, whether loaded or unloaded; replica firearms or B-B guns; any

chemical substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; any combustible or flammable liquid or other device that through its use is calculated to produce bodily harm or death; any explosive, gas bomb, grenade, rocket, mine, or similar device; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

## Definition of Possession

Possession is defined as having a weapon on one's person, or in an area subject to one's control in a school environment.

## Outcomes

Students who bring a firearm to school (or any device which will or is designed to expel a projectile by the action of an explosive force) will be expelled from school for 365 days pursuant to the Gun Free Schools Act. Possession of any other weapon will result in the following actions by the site administrator/delegate:

- \* Confiscation of the weapons (s)
- \* Notification of parent or guardian
- \* Notification of Superintendent
- \* Possible initial suspension of five days and subsequent suspension up to 15 days
- \* Conference with parent/guardian prior to the student returning to school
- \* Recommendation to the superintendent that the student be expelled
- \* Notification of police and possible police action/charges