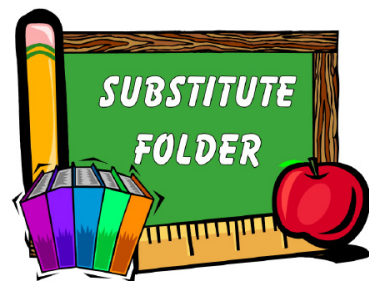




I'm A  
**Substitute  
Teacher**  
What's Your SuperPower?



# Substitute Handbook



Revised January 2024



### **Destination School District**

Big Lake Schools has reinvented itself over the past decade to become a destination school district. We have families moving into the community because they see the value our district brings to their student's future.

### **Highly Regarded Staff**

Our teachers and staff continue to be the hallmark of our district and always receive high ratings from our community.

### **Q-Comp District**

Big Lake Schools implemented Q-Comp in the 2011-2012 school year and continues to utilize it today! Q-Comp rewards teachers for performance and professional development rather than seniority.

### **Professional Learning Communities**

PLCs are utilized to provide a specific time and structure for job-embedded professional development where teachers work collaboratively on solving instructional challenges.

## **WELCOME TO BIG LAKE SCHOOLS!**

Welcome to substitute teaching at Big Lake Schools. You play an extremely important role in providing our students with an excellent educational experience!

As a licensed substitute teacher in our district we hope you find your experience to be both challenging and rewarding. Just as we are committed to providing a quality education for our students, we are committed to providing you with a positive and engaging work environment.

This handbook is intended to orient you to the role and the responsibilities of a substitute teacher in our district, and to familiarize you with the relevant school district policies and procedures.

If in the course of your working with us you require additional information or resources, please let us know so that we may provide you with the resources you need to do the job of a substitute teacher. Again, welcome to our district!

Sincerely,

Sue Schmidt  
Human Resources Manager

# CONTENTS

<b>SCHOOL CONTACT INFORMATION &amp; HOURS</b>	<b>4</b>
<b>DISTRICT-WIDE PHILOSOPHIES</b>	<b>5</b>
MISSION STATEMENT	
VISION STATEMENT	
BELIEF STATEMENTS	
STRATEGIC PLAN FOCUS AREAS	
HORNET WAY	
<b>EMPLOYMENT &amp; ASSIGNMENT PROCEDURES</b>	<b>6</b>
LICENSE REQUIREMENTS	
PAY	
RETIREMENT DEDUCTIONS	
ASSIGNMENT PROCEDURES - FRONTLINE	
<b>EXPECTATIONS &amp; RESPONSIBILITIES</b>	<b>7</b>
OVERALL JOB EXPECTATIONS	
WORKING HOURS	
ARRIVAL & DEPARTURE	
EMERGENCY CLOSINGS	
WORKER'S COMPENSATION	
PERSONAL APPEARANCE	
PROFESSIONAL CODE OF CONDUCT	
<b>IN THE CLASSROOM</b>	<b>8</b>
APPROPRIATE BEHAVIOR	
CLASSROOM MANAGEMENT	
LESSON PLANS	
CONTACT WITH PARENTS	
<b>EMPLOYEE RESPONSIBILITIES</b>	<b>9</b>
SOLICITATIONS	
MANDATED REPORTING	
SEXUAL HARASSMENT	
SCHOOL BOARD POLICIES	
TECHNOLOGY ACCEPTABLE USE	
EMPLOYEE CONDUCT	
RETURN OF DISTRICT PROPERTY	
USE OF DISTRICT PROPERTY	

# DISTRICT CONTACT INFORMATION

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# SCHOOL CONTACT INFORMATION & HOURS

## LIBERTY ELEMENTARY SCHOOL

School Hours	7:35 AM - 2:20 PM
Attendance Line	763.262.8100, press 2
Address	17901 205th Avenue NW
Main Phone	763.262.8100
Principal	Teresa Smock-Potter <a href="mailto:t.smock-potter@biglakeschools.org">t.smock-potter@biglakeschools.org</a>
Dean of Students	Lynn Bormann <a href="mailto:l.bormann@biglakeschools.org">l.bormann@biglakeschools.org</a>

## INDEPENDENCE ELEMENTARY STEM SCHOOL

School Hours	7:35 AM - 2:20 PM
Attendance Line	763.262.2537, press 2
Address	701 Minnesota Avenue
Main Phone	763.262.2537
Principal	Jona Deavel <a href="mailto:j.deavel@biglakeschools.org">j.deavel@biglakeschools.org</a>
Dean of Students	Scott Pierce <a href="mailto:s.pierce@biglakeschools.org">s.pierce@biglakeschools.org</a>

## BIG LAKE MIDDLE SCHOOL

School Hours	8:20 AM - 3:10 PM
Attendance Line	763.262.2567, press 2
Address	601 Minnesota Avenue
Main Phone	763.262.2567
Principal	Mark Ernst <a href="mailto:m.ernst@biglakeschools.org">m.ernst@biglakeschools.org</a>
Assistant Principal	Randi Anderson <a href="mailto:r.anderson@biglakeschools.org">r.anderson@biglakeschools.org</a>
Dean of Students	Stephanie Hicks <a href="mailto:s.hicks@biglakeschools.org">s.hicks@biglakeschools.org</a>

## BIG LAKE HIGH SCHOOL

School Hours	8:20 AM - 3:10 PM
Attendance Line	763.262.2547, press 2
Address	501 Minnesota Avenue
Main Phone	763.262.2547
Principal	Bob Dockendorf <a href="mailto:b.dockendorf@biglakeschools.org">b.dockendorf@biglakeschools.org</a>
Assistant Principal	Shallyn Tordeau <a href="mailto:s.tordeau@biglakeschools.org">s.tordeau@biglakeschools.org</a>
Dean of Students	Jacob Klingelhutz <a href="mailto:j.klingelhutz@biglakeschools.org">j.klingelhutz@biglakeschools.org</a>

# DISTRICT-WIDE PHILOSOPHIES

## MISSION STATEMENT

Our mission is to challenge, educate and inspire all students to reach their highest level of achievement in academics, athletics and the arts.

## VISION STATEMENT

High expectations - Exceptional results

## BELIEF STATEMENTS

We believe:

- High expectations inspire high achievement and lifelong learning
- Learning occurs best in a safe, healthy, and positive environment
- Excellence in academics, athletics, and the arts is important in creating well-rounded citizens
- Preparing learners for the future is an innovative and evolving process
- Collaboration with critical partners promotes success
- In the five core values of the Hornet Way

## FOCUS AREAS

A. We will achieve the goals of the World's Best Workforce [WBWF] for all students in the school district (Student Achievement).

B. We will provide equitable opportunities and positive learning environments that engage each learner in reaching their full potential.

C. We will ensure a safe, positive, and welcoming environment where students are respected and can thrive and contribute as global citizens.

D. We will recruit & retain a highly qualified workforce.

E. We will ensure all staff have access to high quality, real time professional development that supports their growth as an educator and impacts student success.

F. We will create a positive environment in which our staff culture is one where all staff feel universally supported.

G. We will grow and maintain two-way relationships with stakeholders to further community support and value in our district.

H. We will ensure that our communication and our thinking is strategic, methodical, and transparent in all we do.

I. We will support district programs and objectives through creative marketing techniques.

J. We will develop facilities and operations plans that support our district mission.

## HORNET WAY

It is the philosophy of Big Lake Schools that staff, students, parents and community members should model appropriate behavior by following the Hornet Way in all aspects of life.

The Hornet Way is based on 5 core values:

- **Respect** - be considerate of self, other people and other people's beliefs and property
- **Honesty** - be truthful
- **Kindness** - be caring, friendly and helpful
- **Responsibility** - be dependable and accountable
- **Fairness** - be committed to the just treatment of others



# EMPLOYMENT & ASSIGNMENT PROCEDURES

## LICENSE REQUIREMENTS

The State of Minnesota requires all teachers to hold a valid teaching license. We must have a copy of that license on file in our Human Resources Office.

**Short-Call Substitute Teacher:** a short-call substitute teacher is one who teaches on a day-to-day basis not to exceed 20 consecutive school days replacing the same teacher. A short-call substitute teacher shall hold a Minnesota licensure valid for full-time employment or a Minnesota short-call substitute license. These licenses are valid for functioning as a short-call teacher at all grade levels and in all fields.

**Long-Call Substitute Teacher:** A long-call substitute teacher is one who replaces the same teacher for 21 or more consecutive school days. A long-call substitute teacher shall hold a Minnesota license valid for the assignment. A substitute who completes thirty (30) days of continuous teaching in the same assignment will be issued a long-term substitute contract at the BA+2 step of the Teacher Master Agreement. Long-term substitutes are eligible for contributions to group health insurance benefits per the Teacher Master Agreement.

## PAY

Big Lake pays \$180 per day of substitute teaching. This is one of the highest in the area.

Subs get paid a full day rate if working 4+ periods at the middle school or high school or 4+ hours at the elementary schools. Subs working less than 4 hours/periods will receive the half-day rate.

In the event that a substitute teacher reports for work and the need for his/her service no longer exists, attempts will be made to find an alternative teaching assignment. If no alternative is found the individual will receive half-day pay.

## RETIREMENT DEDUCTIONS

Each substitute teacher must be a member of the Teachers' Retirement Association. Those who are not a member will have their information submitted directly from our Payroll Department. You will receive a welcome letter from TRA once your information has been processed. The employee contribution is 7.75% and district contribution is 8.75% (as of July 1, 2023).

## ASSIGNMENT PROCEDURES - FRONTLINE

Big Lake Schools uses a system called Frontline (formerly AESOP), which is an automated substitute placement and absence management system. Staff post days they will be absent on the system, and subs can view openings and ask to fill the opening. Depending on the qualifications assigned, Frontline may also contact subs with openings.

**TIP:** Substitutes who are proactive in searching for assignments and those who are placed on teacher preference lists will generally get assignments more often than those subs simply waiting to be called by Frontline or the district.

Once your name and information is entered in Frontline, you will be placed on the authorized list that teachers and administrators select from to fill absences. If the teacher or school does not make a specific request, Frontline will notify qualified substitutes from the authorized list. If the assignment is last minute, Frontline will begin to call substitutes in a random order to give everyone on the list equal opportunities.

**TIP:** Frontline knows which substitutes accept assignments and which frequently turn down assignments. Those that accept assignments are automatically moved to the top of the call list.

By default, Frontline contacts substitutes between 5-10 a.m. and 5-10 p.m. on the day before or day of an assignment.

**If you do not wish to be called during those hours or want to change the contact hours, you must login to your Frontline account and change the "Tell Frontline When to Call" feature. Doing this helps Frontline know to move on to the next available substitute and keeps from penalizing you for not answering or accepting an assignment.** This is a very helpful tool for you and for us. Please help us by being sure to set this feature.

If substitutes are unavailable for work for a particular day or period of time, they are asked to login to Frontline and record Non-Work Days. This will prevent a teacher, administrator or Frontline from trying to contact you when you are not available.

A substitute who becomes ill before an assignment should immediately call the secretary at the building he/she was going to sub at. Please be sure to provide your name, teacher you were to sub for, grade level/assignment. If you have Earned Sick and Safe Time (ESST) available (for subs working 80+ hours in a year), you can request use of ESST at that time.

# EXPECTATIONS & RESPONSIBILITIES

## OVERALL JOB EXPECTATIONS

A substitute teacher should be able to assume all of the duties and responsibilities of the regular teacher in a given day. Short and long-term substitutes may also be required to participate in staff meetings, teacher committees, and parent conferences.

## WORKING HOURS

Duty hours for substitute teachers are the same as working hours for regular staff of the school in which you are substituting. Please report to the assigned building at least thirty (30) minutes before the start of the student day.

## ARRIVAL & DEPARTURE

Always bring your Frontline confirmation number and check in at the school office when you arrive. The building secretary will direct you to your assignment for the day, provide the lesson plans and provisions left by the teachers, etc. If you will be late, sick or are otherwise unable to work, please call the office of the building you are assigned to and inform the building secretary.

You will be expected to wear a visitor identification badge in each of the buildings.

Be sure to check whether or not your day includes any special supervision tasks such as lunchroom, hall supervision, etc. The office will give you that information.

At the conclusion of your day, you should leave a message for the teacher regarding what you covered, significant incidents, and directions left with students. Please leave the room in the same condition and order as it was when you arrived. Be sure to follow building procedures regarding locking of doors.

## EMERGENCY CLOSINGS

When conditions prevail at a school or the entire district in which the superintendent considers to be hazardous, he may cancel school for the day, call a delayed start to the school day, or end a school day early. Information will be posted on our website, Facebook page, and local media stations. Subs should not report to work if school is cancelled for the day (same for e-learning day).

## WORKER'S COMPENSATION

If injured on the job, you must report the accident to your supervisor and complete the First Report of Injury form. The report should be given to the building principal or supervisor within 24 hours of the accident.

## PERSONAL APPEARANCE

You are expected to dress in an appropriate, neat, and clean manner that is consistent with the high standards we set for ourselves as a district. Attire should commensurate with the assigned position and should reflect the role in providing a high quality education to the students of Big Lake Schools. Attire that conveys obscene messages or messages that are designed to or actually do incite hostilities in other staff, students, or visitors is prohibited while at work.

We ask that all employees, including subs, remember that some students and/or employees could be allergic or sensitive to the chemicals or smells of perfumes, colognes and lotions. Please wear these substances in moderation or avoid wearing them if possible.

## PROFESSIONAL CODE OF CONDUCT

- A teacher shall provide professional education services in a nondiscriminatory manner.
- A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- A teacher shall not deliberately suppress or distort subject matter.
- A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- A teacher shall not knowingly make false or malicious statements about students or colleagues.
- A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

# IN THE CLASSROOM

## APPROPRIATE BEHAVIOR

It is not appropriate to use language that is demeaning or disrespectful as a means of correcting behavior, or in response to student behavior, or as humor. Further, it is never appropriate to use profanity at school. Substitute teachers are expected to not have any physical contact with students unless required for student safety reasons.

## CLASSROOM MANAGEMENT

Classroom management includes all of the things teachers do to secure and maintain student cooperation and involvement in classroom activities. Recent research indicates that successful management involves not merely responding effectively when problems occur but preventing problems from occurring in the first place. In general, effective classroom managers are better at giving clear directions and information, frequently stating desired attitudes and behaviors, providing activities and assignments with higher levels of student success, presenting clear expectations for work standards, providing consistent responses to appropriate and inappropriate behavior and frequently using classroom rules and procedures to deal with behavior problems.

An effective substitute teacher quickly establishes expectations for student performance, arranges activities for high-at-task student activity, continually monitors student performance and establishes positive rapport with students.

Safety and order must be paramount considerations, and advice or assistance from the principal should be sought if concerns arise. Here are some suggestions for effective classroom management:

1. Discipline is based on mutual understanding through honest, open communication.
2. Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner.
3. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, self-knowledge, resilience, initiative, and resourcefulness are some necessary prerequisites.
4. Teach what the teacher asked you to cover, and keep the students busy with that subject matter for the entire period scheduled. If you do not understand how the lesson should proceed from the teacher's notes, feel free to ask another teacher of the same grade or course for further information. The important thing is to convey to students that the work you are asking them to do is as important as the work their regular teacher would be asking them to do at that time.
5. As a substitute you can help set the stage for a successful experience by being prompt, neat, patient,

honest, flexible, enthusiastic, and accepting.

6. If there is time before the class arrives, review the day's schedule and become familiar with related activities. When students arrive, introduce yourself and write your name on the board. Try to call students by their names; this tends to prevent problems. To help you remember the students' names, use a seating chart or name tags.

7. If discipline problems arise in which you are unable to manage, the principal should be contacted immediately for assistance.

8. In any situation, no matter how well managed, emergencies will arise. Accidents, illnesses, the administering of medication, and other emergencies must be referred to the principal.

9. Good communication between you and the regular teacher is essential to the students' continuity of learning. You should provide the regular teacher with a summary of each day's accomplishments. You can do this by writing and leaving a summary.

## LESSON PLANS

Substitute teachers are expected to follow lesson plans left by the regular classroom teacher. Occasionally, a lesson plan is unavailable due to the nature of the absence. If lesson plans are not readily available:

- If possible, talk to other teachers of the same grade level or content area for possible resources.
- Try to maintain a continuity of lessons by referring back to the last completed day in the day book, if available, and then do a reasonable follow-up to the previous lesson.
- Accumulate and use your own prepared materials (a "survival kit"), including materials such as math worksheets or problems, creative writing exercises, or educational games.
- Younger pupils often are upset by a departure from regular routines; let them know that some things will be done differently that day. Ask for their cooperation. They may also be helpful in determining what was done the previous day and what might have been planned next.

## CONTACT WITH PARENTS

Substitute teachers will usually not have direct interaction with parents/guardians. If a parent/guardian calls or visits the school, welcome his/her contact and refer him/her to the principal. Inform the principal as soon as possible that the parent called or visited the school. The principal will provide guidance in interaction with parents/guardians.

# EMPLOYEE RESPONSIBILITIES

## SOLICITATIONS

Organizations often wish to solicit employees to support a particular activity or fundraising event. It is the policy of Big Lake Schools that an employee should not use his/her position with the district to solicit purchases of services or materials except those approved by the Superintendent. This means an employee should not use district email, parent or staff contact information, or any other district resource to further the mission of an outside organization. Reference: Policy 505

## MANDATED REPORTING

By law, as a public employee within a school district, every employee becomes a mandated reporter for child abuse or neglect, and bullying. The State of Minnesota requires that educational professionals who know or have reason to believe that a child is being neglected, or physically or sexually abused by a person responsible for the child's care with the preceding three years must immediately report the information to the proper authorities. The law provides legal immunity for all reports of suspected abuse made in good faith. Failure to report is treated as a misdemeanor under the law. Reference: MN Statute 626.556; Policy 414; Policy 415.

As an employee of the District, you also have a legal and moral responsibility to uphold the Bullying and Intimidation Prohibition Policy by:

- Providing immediate intervention to protect any target of bullying
- Making reasonable efforts to address the prohibited conduct
- Reporting any suspected bullying incident(s) to the building report taker (assistant principal/dean)

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property, at school-related functions or activities, or on school transportation. The act of cyber-bullying by use of electronic technology and communications on school premises, during school activities, on school transportation, on school computers, networks, forums, and mailing lists, or off school premises to the extent such as substantially and materially disrupts student learning or the school environment is also prohibited.

In addition, the District is required to provide training on the Bullying and Intimidation Prohibition Policy to all employees every three years. Please see your supervisor if you are due to receive this training. Reference: Policy 514

## SEXUAL HARASSMENT

Big Lake Schools prohibits sexual harassment that occurs within its education programs and activities committed by a school district employee, student, or other members of the school community. If a school district employee has knowledge of sexual harassment or allegations of sexual harassment, they must report it immediately to the school district's Title IX

Coordinator: Sue Schmidt, Human Resources Manager, 763-262-5194, 501 Minnesota Ave, Big Lake MN 55309, s.schmidt@biglakeschools.org. Reference: Policy 522

## SCHOOL BOARD POLICIES

It is the responsibility of each employee to read and become familiar with School Board Policies. All policies can be found on our website at [biglakeschools.org](http://biglakeschools.org) under "About the School Board". This handbook references a select number of policies; however, it is expected that an employee will review all posted policies.

## TECHNOLOGY ACCEPTABLE USE

Big Lake Schools understands the importance of using innovative technology, such as social media, to enhance teaching and learning; however, the District also recognizes it has an obligation to ensure technologies are used responsibly and safely by employees. Should an employee commit a violation of the District's Technology Acceptable Use Policy, the District may move to have the employee's access privileges revoked, take disciplinary action and/or appropriate legal action against the employee. See the school board policy for specifics on acceptable use of technology. Reference: Policy 432

## EMPLOYEE CONDUCT

While on duty, all employees are expected to conduct themselves in a professional manner. Employees are expected to refrain from off-duty conduct that would have a negative impact on the employee's effectiveness in his or her position with the District or that would call into question the integrity of the District. This requirement is in no way intended to limit the first amendment rights of employees.

## RETURN OF DISTRICT PROPERTY

At the time of resignation or retirement, and prior to leaving the district, you are responsible for returning all district property in your possession to your supervisor. This includes computers, iPads, phones, keys, identification badges, etc. If any of your devices have passcodes on them, you must provide those passcodes to your supervisor or disable them.

## USE OF DISTRICT PROPERTY

Unauthorized use of district property (i.e. supplies, furniture, maintenance equipment, etc.) for personal use is prohibited. Any employee who is found to have neglected or misused district property may be subject to disciplinary action up to and including termination.