



SUBSTITUTE
2018-19 HANDBOOK



MISSION STATEMENT & VISION

Dedicated to optimizing individual learning and potential for success in a global community.

DISTRICT ADMINISTRATION OFFICE

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Waukee, IA 50263
Phone: 515.987.5161
Fax: 515.987.2701

Superintendent
Cindi McDonald **x4531**

Associate Superintendents
Terry Hurlburt **x7500**
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Human Resources Manager
Roxy Livermore **x2030**

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INTRODUCTION

Congratulations on your selection as a Waukee Community School District substitute. Substitutes (non-contractual) are vital to the continuity of the instructional program and are essential to a high-quality education for each student. The material in this handbook provides a summary of substitute expectations and guidelines. It does not cover all aspects of employment with Waukee Community School District. Substitutes are responsible for reading and understanding this handbook annually. Questions concerning this handbook shall be directed to the Human Resources Department.

Waukee Community School District reserves the right to add, modify, or delete provisions of this handbook at any time with or without notice, at its sole discretion. The terms in this handbook supersede any and all prior handbooks. Waukee Community School District intends to comply with all applicable state and federal laws.

ABSENCE MANAGEMENT SYSTEM

Once you have all documentation on file with Human Resources, you will be given access to our automated substitute placement system. The Waukee School District uses Absence Management to secure substitutes for the district. It utilizes both the telephone and the Internet to fill vacancies.

You will be provided a separate document with Absence Management procedures from Human Resources.

CONFIDENTIALITY

Substitutes who are made privy to information regarding students, community members, school staff, or district information may not discuss this information or community concerns with any other parties except legitimate school authorities. Administrators or appropriate staff members should be consulted by substitutes if they determine there is a need to relay information as a result of health, safety or wellbeing concerns. Sharing any student information via social media is strictly prohibited.

CONTINUOUS NOTICE OF NON-DISCRIMINATION

It is the policy of the Waukee Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment) marital status (for programs), genetic information (for employment), sexual orientation, gender

identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact one of the following:

Human Resources Manager: Roxy Livermore
Waukee Community School District
560 SE University Avenue, Waukee, IA 50263
Phone: 515.987.5161
Fax: 515.987.2701
Email: rlivermore@waukeeschools.org

Director of the Iowa Civil Rights Commission
Grimes State Office Building
400 E. 14th Street, Des Moines, IA 50319
Phone: 1.800.457.4416

Director of the Region VII Office of Civil Rights
Department of Education
Citigroup Center, 500 W. Madison Street, Suite 1475,
Chicago, IL 60661-7204
Phone: 312.730.1560
Fax: 312.730.1576
Email: OCR.Chicago@ed.gov

The Waukee Community School District complaint procedure is outlined in [Board Policy 405.51](#). ([Board Policy 104](#))

EQUAL EMPLOYMENT OPPORTUNITY

The Waukee Community School District will select for employment qualified applicants for each position without regard to race, color, creed, sex, religion, marital status, parental status, national origin, age, sexual orientation, gender identity, or disability. The district shall take affirmative action, consistent with its adopted affirmative action plan, in recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the district shall consider the veteran status of applicants. ([Board Policy 401.1](#))

MANDATORY TRAININGS

Substitutes are required to complete all assigned trainings in the SafeSchools online training platform prior to acting in a substitute role.

*All substitutes who possess an Iowa license are required by Iowa law to complete an approved Mandatory

Reporter: Child and Dependent Adult Abuse training course every five years based on certificate expiration date. At the current time, Child Abuse: Mandatory Reporter course provided via SafeSchools needed for certification renewal may **not be used** for recertification and therefore, that course must be taken through the Area Education Agency's Professional Development Online System. The AEA assesses a \$25.00 fee for the Mandatory Reporter training. This fee is the responsibility of the employee and is not reimbursable by the Waukee Community School District.

Contact Human Resources for information and directions for these trainings.

SUBSTITUTE EXPECTATIONS

Substitute teachers are maintained on the Waukee Community School's roster of eligible substitutes, contingent upon their ability to comply with personal and professional standards of conduct.

Conduct detrimental to the reputation of individual schools and/or the school system, not in the interest of the instructional program, or constituting a threat to the safety or well-being of students, the community, or school employees will be cause for removal from the substitute roster. Reasons for removal are:

- Any single major performance issue
- Exclusion from two facilities due to performance
- Inactivity for a period of one (1) year or haven't subbed at least three (3) times in a 12 month period
- Cancelled eight (8) assignments within 24 hours in a 12 month period without medical documentation including if you do not show for your assigned job without notification to the school
- Three (3) "no-shows" (when you do not show for your assigned job without notifying the school)

Please note that failure to comply with any of these expectations may be reason for exclusion from a building's sub list or the district's sub pool.

STANDARDS OF CONDUCT

Professional Appearance & Attire

All employees shall dress in a manner appropriate to the educational environment and their positions. Administrators and supervisors shall interpret and enforce this policy. It shall be the responsibility of the Superintendent in conjunction with administration and

supervisors to develop administrative procedures regarding this policy. ([Board Policy 413.15](#))

Substitute Conduct

All substitutes shall maintain high standards of conduct and act in a mature and responsible manner at all times. Substitutes shall not engage in activities which violate federal, state or local laws, or which in any way diminish the integrity or efficiency of the Waukee Community School District.

All substitutes shall notify Human Resources within five (5) days of any criminal charge levied against them, whether a misdemeanor or felony. All substitutes shall notify Human Resources within seventy-two (72) hours of driving infractions that may result in the suspension or revocation of driving privileges. If a substitute is suspected of violating the district's policies, procedures, or work rules, he/she may be terminated, pending an investigation of the situation. ([Board Policy 413.15](#))

Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state and local policy. The board prohibits harassment, bullying, hazing, or any other victimization, of students and employees, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student or employee which is based on any actual or perceived trait or characteristic and which creates an objectively hostile school environment. Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor or principal: and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal.

The principal will notify the primary investigator, Human Resources Manager, or designee, if further exploration is needed. The investigator will request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The investigator will interview the complainant and the alleged harasser and other witnesses as deemed appropriate. The alleged harasser may file a written statement in response to the complaint. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal. If after an investigation a school employee or student is found to be in violation of this policy, appropriate measures will be taken by the principal and/or Director of Human Resources. ([Board Policy 103](#) & [103-E](#))

Substance Free Workplace

The Board expects the school district and its employees to remain substance-free. No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. Workplace also includes non-school property if the employee is at any school sponsored, school approved or school related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction. An employee who

violates the terms of this policy shall be subject to discipline up to and including termination. ([Board Policy 413.2](#))

Tobacco-Free Environment

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine, or other product, or leave the school district premises immediately. ([Board Policy 1003.7](#))

SALARY SCHEDULE

Reimbursement

Signing the "Substitute Sign-In Sheet" daily in the office is your "time card". You must sign both IN and OUT. Pay rate shall be set annually by the Board of Directors at the time non-certified salaries are considered and established.

Paychecks

All paychecks will be distributed on the 25th of each month or the previous banking day should the 25th fall on a weekend or holiday. The cut-off date for payroll is the 12th day of each month as established by the Business Office. All new employees are required to have direct deposit for their paychecks. An employee who separates employment after the 12th of the month will be compensated on the 25th of the following month for actual hours worked.

Pay Wages

Teacher & Nurse Substitute:

\$135 daily
\$219.24 daily – Long Term daily (15th day)

Associate, Health Associate & Secretary Substitute:

\$13.00/hour

SUBSTITUTE INFORMATION

Qualifications

Personnel serving on a substitute or temporary basis in the Waukee Community School District shall be qualified for the positions which they are to fill. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of regular contract personnel. In the event such persons are not available,

the employment of personnel who are properly qualified is authorized on a purely substitute or temporary basis. ([Board Policy 406.2](#))

Substitutes are considered an employee of the Waukee Community School District, however, are **not** allowed to submit their application for any **internal only** job postings. If they are interested in a position with Waukee Community School District, they must wait until the job posting is open for external applicants and apply for the position with an external application. Internal applications will not be considered.

Substitute Hours

Substitutes are expected to arrive at the designated building office prior to their assignment start time. Substitutes should become familiar with the building, plans and daily schedule before the students arrive. The substitute's name should be written on the board. If you are called late for an assignment, you are asked to arrive as soon as possible after accepting the assignment. Substitutes should report directly to the main office when arriving at the building. All associate/secretary/receptionist substitutes working six (6) hours per day or more are required to take a 30 minute unpaid lunch break somewhere near the middle of their shift. The secretary will direct you to your assigned area.

Long-term Assignments

A certified teacher substitute who serves in a specific certified teaching assignment for a period in excess of fourteen (14) consecutive teaching days shall be paid on a per diem salary rate consistent with Step 2 of Lane D on the current salary schedule. Said pay shall commence on the 15th day in the same assignment and is not retroactive to previous days paid. ([Board Policy 406.2](#))

Safe Environment

The Waukee Community School District strives to provide an environment that is conducive to learning and safe for all those involved. Substitutes need to show an interest in each child they encounter and care should be taken to always address students in a friendly, non-confrontational, non-threatening tone of voice. Substitutes are asked to report any safety concerns directly to the principal's office.

Classroom Responsibilities

In most classrooms, a substitute folder will provide information that the substitute may need, such as seating charts, daily schedules, emergency procedures and plans for the day. If lesson plans are unavailable, substitutes should contact the office. It may be helpful for the substitute to introduce him/herself to the teachers in

neighboring classrooms for additional help. Substitutes should follow the regular classroom teacher's lesson plans as closely as possible. Ask questions of appropriate staff regarding meaning, intent, availability, location of resources, or any other obstacles to the strict adherence to the teacher's lesson plans. Unless otherwise instructed, a substitute should correct all papers, assignments and tests, as time allows. Substitutes should check the teacher's mailbox for messages. Mail for the teacher should be kept in one place for the teacher upon his/her return.

Homework

Substitutes should not assign homework unless the regular classroom teacher has planned the homework. Long-term substitutes may assign homework after discussing this with the regular classroom teacher or the building principal.

Extra Time

If a substitute has time within a daily schedule when he/she is not supervising students, the substitute is required to report to the building secretary or administrator for additional assignments, if needed, for the scheduled time.

Absences/Tardiness – Students

At the elementary level, student attendance is taken each morning and afternoon and is reported to the office. At the secondary level, student attendance must be reported each period. The procedure followed in the individual buildings for attendance and lunch count will be explained by the school secretary. No student should be excused from the building without securing permission from the principal or secretary. Students entering the classroom after the bell will be considered tardy. Tardies should be reported to the classroom teacher.

Supervisory Duties

The substitute is expected to cover all of the supervisory duties assigned to the absent employee. These duties may include hallway, playground, lunchroom, or bus duty. Remember that supervision of students in unassigned areas is the responsibility of all staff members. Each staff person should be stationed at the classroom door when students are entering or leaving, in the hallway or in the locker area. When you are assigned supervisory duties, you are responsible for the safety of the students under your care.

Recess (K-5)

Students are expected to participate in recess as part of the school day. If a student brings a written note from a parent, the student may stay in for recess on that

particular day. Substitutes should not use loss of recess as discipline for students.

Staff Meetings

Short-term substitutes are not required to attend staff meetings or stay for professional development on early dismissals. Long-term substitutes should talk to the building principal regarding attendance at staff meetings and professional development meetings.

Student Records

If you need access to student records during your role as a substitute teacher, please contact the building principal. These records must be handled with extreme care to maintain confidentiality for each student.

Nutrition Services

Substitutes are welcome to order lunch through Nutrition Services. At the elementary schools, this must be done in the morning with the student lunch count. At the secondary schools, substitutes may purchase a lunch in line.

Severe Weather/School Closings

Staff should be familiar with building safety procedures in case of severe weather conditions. The Superintendent has the authority to close schools & buildings, dismiss them early, or keep them open beyond the regular work hours in case of extreme weather or other emergency conditions. As soon as possible after the decision has been made, the Superintendent shall arrange to announce the closing via the news media. ([Board Policy 504.7](#))

Discipline

Each substitute is expected to maintain proper classroom discipline. Any improper behavior should be reported to the regular classroom teacher. Substitutes should make the principal aware of any extreme discipline problems. Do not attempt to directly contact a parent or guardian. Students should never be left unattended and adherence to school rules (e.g. regarding food, drink, hats, etc.) should be complied with at all times in a fair but firm and consistent manner. No student should be released from school without approval from the office.

End of Day

At the end of the teaching day, substitutes should leave a record of the work completed and provide feedback to the teacher regarding the day's activities (positive as well as negative student behavior and notification of any unusual events). After all the students have left, substitutes should leave all instructional materials in an orderly manner, turn off lights, and close the door.

Substitutes must report to the office at the end of the day to sign out.

Emergency Procedures

Substitutes should make themselves aware of emergency procedures. These may vary in different buildings or at grade levels. Substitutes should be prepared to handle emergencies with calm efficiency for the welfare and safety of the students. Please follow best practices when dealing with blood and body fluids. Gloves and first aid materials should be available in all classrooms. Contact the building nurse or health associate with any questions.

Medical – Students

HEALTH SERVICES

A school nurse or health associate is assigned to each building. Students should be referred to the school nurse or health associate in the case of cuts, injuries, or use of medication. When the nurse, health associate, or building secretary is not available, substitutes are expected to help students with minor injuries or ailments. All students are required to check out through the building office when needing to be sent home.

MEDICATION

All medication must be distributed by the school nurse or health associate.

STUDENT ACCIDENT/INCIDENT

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 personal injury.

Medical – Staff

PERSONAL ILLNESS/EMERGENCY

If a substitute should become ill while at work in the district, he/she should contact the building secretary or principal.

INJURIES ON THE JOB

In the unfortunate case that you are injured while on the job at the Waukee Schools we want to make sure you have the best care available if it is required. We have contracted with Methodist Occupational Health & Wellness - UnityPoint Des Moines to provide treatment in the unfortunate case of an employee being injured while on the job.

Employees injured on the job must immediately contact your supervisor or the building nurse (or health associate), if available. If it is an emergency, call 911. Otherwise, the employee or nurse/health associate or supervisor should call the SFM Work Injury Hotline at (855) 675.3501. The registered nurse who answers the call will ask what happened and recommend what to do

next, whether it is self-care, doctor's office visit, urgent care or even the emergency room. Employees are required to visit one of the following facilities if a workplace accident occurs that requires medical attention. If an employee does not use one of the designated facilities, he/she risks having the claim for workers compensation benefits or medical benefits denied.

Between 8:00 a.m. and 5:00 p.m. you should go to one of the following facilities. **You or your supervisor must call to schedule an appointment:**

- Iowa Methodist Occupational Health & Wellness – West at Lakeview Medical Park, 6000 University Ave., Suite 124, West Des Moines; Ph: 241-2020
- Iowa Methodist Occupational Health & Wellness – East at Penn Medical Place, 1301 Pennsylvania Ave., Suite 416, Des Moines; Ph: 262-7619
- UnityPoint Health –Des Moines – Occupational Medicine – 1810 SW White Birch Circle, Suite 111, Ankeny 964-6974

For treatment outside the hours of 8:00 a.m. and 5:00 p.m., you may visit one of the following three facilities. Appointments are not necessary.

- Lakeview Family Physicians, 6000 University Ave., Suite 101, West Des Moines; Ph: 241-2600
Weekdays 5:00 p.m. – 8:00 p.m.
Weekends 9:00 a.m. – 3:00 p.m.
- Merle Hay Urgent Care, 4020 Merle Hay Road, Suite 100, Des Moines; Ph: 278-0949
Weekdays 5:00 p.m. – 8:00 p.m.
Weekends 8:00 a.m. – 8:00 p.m.
- Ankeny Clinic Urgent Care, 1105 N. Ankeny Blvd., Suite 100, Ankeny; Ph: 964-4600
Weekdays 5:00 a.m. – 8:00 p.m.
Weekends 9:00 a.m. – 3:00 p.m.

FOR MEDICAL EMERGENCIES ONLY

- Iowa Methodist West Medical Center Emergency Dept., 1660 60th St., West Des Moines
Open 24 hours a day, 7 days a week

You should follow up with your supervisor and the Benefits Analyst after each doctor's visit and provide a copy of the Patient Status Report. No employee will be allowed to return to work without a written release from Iowa Methodist Occupational Medicine.

Technology Use

Substitutes are to utilize district computers, networks, and Internet services for school-related purposes and performance of job duties and responsibilities. By using

Waukee Community School District network, users acknowledge their understanding that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical and legal manner. All users shall comply by all local, state and federal laws. The Waukee Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring of downloaded materials, files and documents stored in users' folders, observe screens of users, and read e-mail and block what the district considers to be inappropriate sites. The district cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data resulting from using the Internet. Any employee who violates this policy or applicable state and federal laws may be subject to disciplinary action as determined by the Superintendent or designee. ([Board Policy 605.6](#), [401.3](#), & [413.17](#))

All records of or belonging to the school district are public records and available for public examination and reproduction, except those records which are defined by law as confidential and those records which are copyrighted. ([Board Policy 805.1a](#))

Telephone Use

Substitutes who carry a cell phone should have it turned off during the school day. At lunch or during planning time, a substitute may use their cell phone as appropriate. Substitutes may use the school phones for local calls only. If the secretary receives a phone call for a substitute, he/she will take a message. In the event of an emergency call, every effort will be made to locate the substitute promptly. Students can only use the school phones in the classrooms in emergency situations. Students may use the phone in the office for approved calls only. In the secondary buildings, there are designated phones approved for student use.