



ROBBINSDALE
area schools

**RESERVE TEACHER
HANDBOOK**
2011 - 2012 School Year

August 24, 2011

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WELCOME

As a reserve teacher in Robbinsdale Area Schools, you are a very important person. Whether your stay is short or continues over a long period of time, each time you enter a classroom to teach you are responsible for the most important product we have in this district – our students.

PLEASE NOTE THAT this handbook provides information for your convenience only and is not intended as legal advice or a contract. Nothing in this handbook establishes a contract or promise of employment or of specific terms of employment between you and the School District. Robbinsdale Area Schools reserves the right to unilaterally modify, revoke, suspend, terminate or change any of the information in this handbook in whole or in part, at any time, with or without notice.

QUALIFICATIONS AND REQUIREMENTS

There are seven general requirements for reserve teaching in this district.

1. A Valid current Minnesota teaching license. To obtain licensure, contact the MN Department of Education, 1500 Highway 36W, Roseville, MN 55113-4266; telephone (651) 582-8691. **It is the reserve teacher's responsibility** to remain licensed and to keep a current license with the district human resources office.
2. Application and availability form for reserve teaching.
3. W-4 Federal withholding tax form.
4. I-9 Employment Eligibility Verification form.
5. Mandatory Training form – requires reserves to view 2 mandatory videos; Blood-borne Pathogens and Sexual Harassment in the Work Place.
6. Thorough background check (required \$41.00 payment).
7. Three Letters of Recommendation

EQUAL OPPORTUNITY EMPLOYER

Independent District 281, Robbinsdale Area Schools, is an equal opportunity employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the education amendments of 1972 and section 504 of the Rehabilitation Act of 1973. It is the policy of the school board that no person, on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, and age, shall be discriminated against in employment, educational programs and activities, or admissions. Inquiries or complaints may be addressed to the superintendent or executive director of human resources at the Education Service Center.

NONDISCRIMINATION POLICY

Robbinsdale Area Schools is committed to a policy of nondiscrimination. We will not discriminate in any matters concerning staff, students, education programs and services and persons with whom the board does business.

In addition to compliance with all federal and state laws, the school district shall consider discrimination to be any overt or covert behavior that excludes participation in or denies the benefits derived from any education program or employment opportunity based on race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, status with regard to public assistance and age.

In keeping with the school district's commitment and the requirements of law, the school district will establish and maintain a program designed to identify, remediate and prevent discrimination in employment, assignment and promotion of personnel; in education programs, services and opportunities offered students and staff, in location and use of facilities; and in education materials.

Contact Information: Stephanie Crosby, Executive Director of Human Resources, is the designated coordinator under Title IX of the Education Amendments of 1972 (nondiscrimination on the basis of sex in education programs and activities, including employment and admission). She is responsible for coordinating district efforts to comply with Title IX, including investigation of complaints alleging noncompliance or alleging any actions prohibited by Title IX.

John Neumann is the designated coordinator under Section 504 of the Rehabilitation Act of 1973 (nondiscrimination on the basis of handicap including admission, treatment or access to programs and activities, including employment in its programs or activities). He is responsible for coordinating district efforts to comply with Section 504.

Inquires may be directed to: Stephanie Crosby at 763-504-8014; Lori Simon at 763-504-8021 or John Neumann at 763-504-8078, Robbinsdale Area Schools, 4148 Winnetka Avenue N., New Hope, MN 55427.

PROFESSIONAL ETHICS

In your role as a reserve teacher, you may have access to student records and reports. Many records are of a confidential nature and are maintained in order to provide information for the professional staff on child development. All such materials should be handled in a confidential manner.

Licensed reserve teachers are responsible for knowing the principles of child development, accepted teaching techniques, educational programs and the rules and regulations of Robbinsdale Area Schools. The two latter areas can be fulfilled by

knowing the information contained in this handbook and by learning as much as you can about the individual schools in which you teach.

As a reserve teacher traveling from school to school, you will observe many styles of teaching. We hope you 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 fit in with the schedule.

ALTHOUGH IT IS A PREROGATIVE SELDOM USED, WE RESERVE THE RIGHT TO TERMINATE THE EMPLOYMENT OF A RESERVE TEACHER FOR ANY OR NO REASON AT ALL. REASONS FOR SUCH ACTION MIGHT INCLUDE LACK OF INITIATIVE, FREQUENT UNAVAILABILITY, UNSATISFACTORY TEACHING, AND INABILITY TO ARRIVE AT WORK ON TIME OR UNDUE DIFFICULTY WITH DISCIPLINE.

INJURIES ON THE JOB – WORKERS’ COMPENSATION

INJURED EMPLOYEES MUST IMMEDIATELY NOTIFY SUPERVISOR OF INJURY. Emergency medical needs that have resulted from the injury should be taken care of immediately. A supervisor may send the employee to a physician for medical attention. A list of district designated medical clinics and a Physician’s Statement is available from the supervisor. The injured employee may elect to see his/her own physician. The employee must return the Physician’s Statement form to his/her supervisor immediately following medical treatment.

WHEN THE EMPLOYEE RETURNS FROM THE DOCTOR: The employee should immediately complete a Employee Accident/Exposure Incident Report on the district intranet website (www.intra.rdale.org); click on Employee Resources, click on Health and Safety, click on Report an Employee Accident, then click on Submit Accident Report. An Employee Accident/Exposure Incident Report may also be completed through the Facilities Work Request on the Novell Applications menu (Health and Safety). Click on Report an accident, read the highlighted instructions to log on line. Enter all information requested and follow the steps to submit the report.

For assistance completing the report, contact your supervisor. For further assistance, call the Benefits Office at 763-504-8018. The report should be completed by the injured/affected employee. If necessary, another employee can complete the report with the assistance of the injured/affected employee.

Light Duty/Return to Work

Employees who have medical limitations on their ability to return to work may be assigned to alternate light duty tasks or other duties. These assignments will continue only for the duration of the medical limitation. Assignments will be made through human resources, Workers’ Compensation or administrative staff.

CALLING PROCEDURE

Please refer to the SUBSTITUTE CALLING SYSTEM booklet given to you by the substitute coordinator, Penny Recht, human resource department at the Education Service Center, phone (763) 504-8019.

If for any reason you must cancel a job on the same day as the assignment, you **MUST** cancel no less than one hour prior to the absence start time. Any cancellations less than one hour before the absence begins must be made by contacting either the school secretary at the location of assignment or contacting the help desk at 763-504-8019. *Repeatedly canceling assignments will affect your overall sub status with the district.*

**** IMPORTANT PLEASE NOTE ****

- 1). If you are called for an assignment over 4 hours in length, you are required to stay for the full day. If you cannot work for a full day, **DO NOT** accept the assignment.
- 2.) If you do not have a job number for an assignment, you are **NOT** guaranteed a job for the day. If your assignment is in question for a particular day, please contact the help desk immediately at (763) 504-8019.

PROCEDURES FOR THE DAY

Unless you have received a late morning call you are expected to arrive at your assigned school on time. Without sufficient notice to the schools, a substitute arriving more than an hour late stands the risk of losing his/her assignment to another substitute. Continued tardiness will result in no longer being called to be a reserve teacher.

Please report directly to the principal's office and sign in with the principal's secretary or the person in charge. You should receive a packet of materials which will help you in your teaching for that day. School procedures, rules, regulations and a map of the building indicating your specific assignment should be included.

Secure the key(s) to the teacher's room and also check the teacher's mailbox. Take from the mailbox anything pertinent to your teaching day but leave any personal or U.S. mail.

Find out where your homeroom assignment or first teaching station is and go there immediately to familiarize yourself with your teaching day. If you do not receive lesson plans at the principal's office and find none in the room, please tell the principal or assistant principal immediately. Knowing that this occasionally happens, we encourage all reserve teachers to carry with them a good package of teaching methods and information so they might have a rewarding and productive day for themselves and the students. Many of your questions might be answered for you by a neighboring teacher or by the department chairperson.

IN THE CLASSROOM

Hopefully, most of the information needed to carry on the regular classroom program will be available to you when you arrive at your teaching station. If lesson plans or specific teacher instructions are at your disposal, **WE REQUEST THAT YOU FOLLOW THOSE PLANS AS CLOSELY AS POSSIBLE**. If for some reason lesson plans are not available, student assistance may be obtained to give you the direction you need. It is also at these times that your own special teaching package can be of great help in making a meaningful experience for both you and your students for that day.

Please further familiarize yourself with seating charts, special schedules, a list of student helpers and their assignments, recess schedule, bell schedule, bus schedule, special seating for assemblies, fire and civil defense drill information and instructions to follow in case of accident or illness of pupils. These are some of the many responsibilities that might be yours in one day of teaching.

A dignified, business-like, sensitive, warm and respectful attitude toward students usually merits the respect a teacher deserves. If there are students who become major discipline problems and/or disrupt the teaching atmosphere to the extent that you cannot carry on your duties, know the procedure to use in contacting an administrator to have that student removed. Please refer to our “Student Rights, Opportunities and Responsibilities, Discipline Guidelines” booklet.

Never send a student from the room without first contacting an administrator by interschool phone and completing the proper referral form. In all other normal teaching situations, the reserve teacher is expected to handle the routine discipline problems and any other abnormal behavior, which is exhibited by students.

AT THE END OF THE DAY

At the end of the assignment, please leave a comprehensive report for the regular teacher indicating the work you covered, any homework assigned, any discipline problems encountered, and notations regarding any departure from the regular lesson plans. Positive statements concerning students or the entire class are important. If there is a need to contact the teacher about any specific information, obtain the teacher’s telephone number from the school office.

When you leave your classroom at the end of the day, please make sure that it is orderly, all windows are closed and the room is locked. Keys and/or key cards **must** be returned to the office at the end of each day. Return all packets/forms or material you received at the beginning of your assignment to the school office at the end of your assignment.

If a serious incident occurs, please notify the principal before leaving. Also, before leaving the building, please ask if your services will be needed for the following day.

DRUG FREE/ALCOHOL-FREE WORKPLACE

It is the policy of the district, in compliance with the Federal Drug-Free Workplace Act of 1988, that the district will maintain a drug-free/alcohol-free workplace to ensure the health and welfare of all the district employees and the public.

TOBACCO-FREE ENVIRONMENT

Robbinsdale Area Schools is committed to promoting a healthy lifestyle for its students. The district recognizes that the use of tobacco is a health risk and therefore is an issue of concern for parents, community and law enforcement officials. Reduction of tobacco use requires cooperation, support and effort by all groups. The district has a responsibility to comply with the *Minnesota Clean Indoor Air Act* and Minnesota law governing the sale of tobacco to and use by minors and will, therefore, act to regulate smoking in concert with Minnesota law to de-emphasize the desirability of smoking.

SEXUAL, RELIGIOUS, RACIAL HARASSMENT, VIOLENCE AND OFFENSIVE BEHAVIOR POLICY

It is the policy of Robbinsdale Area Schools that no employee or student of the district shall be subjected to offensive or degrading remarks or conduct. Such behavior includes inappropriate remarks or conduct related to an employee's or student's race, color, creed, religion, national origin, sex, affectional orientation, marital status, disability, age, status with regard to public assistance or membership or activity in a local commission dealing with discrimination. Offensive behavior prohibited by this policy also includes but is not limited to engaging in illegal, immoral or unethical conduct or retaliation for making a complaint.

One specific kind of illegal behavior is sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's education or participation in school programs or activities;
2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting that individual's employment or education;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile or offensive work or learning environment.

Employees, students and citizens should understand that this policy applies to each and every student, employee and citizen of the school district, including all full-time, part-time and temporary employees.

Each employee, student and citizen must operate with total integrity to create an environment free of discrimination and other inappropriate behaviors. Each supervisor shall be responsible for promoting understanding and acceptance of and ensuring compliance with state and federal laws and board policy and procedures governing offensive behavior and sexual harassment within his or her school or office.

DISCIPLINARY ACTION: Offensive behavior will be cause for immediate and strict disciplinary action up to and including discharge for staff and up to and including expulsion of students.

REPORTS OF VIOLATION may be directed to: School principal or Stephanie Crosby, Executive Director of Human Resources, 763-504-8014.

SCHOOL EMERGENCY PROCEDURES

Emergency procedures should be posted in or near each classroom. Substitutes should review the procedures and use them as a guide in case of emergency.

SCHOOL CLOSING ANNOUNCEMENTS

When the weather or other circumstances make it necessary to cancel school or start late, the decision is usually made by 5:30 a.m. Cancellation, late start and early dismissal information will be announced on the District's web site at www.rdale.org, WCCO radio 830 AM, WCCO-TV channel 4, KSTP-TV channel 5, KMSP-TV channel 9, KARE-TV channel 11 and cable channel 12. To receive school closing announcements via e-mail, sign up for the eNews subscriber service at www.rdale.org.

SCHOOL POLICIES

These general policies are very important. They pertain to all school buildings. Individual schools will also have more specific and detailed policies that you should know if you continue to work as a reserve teacher.

1. Classroom materials and supplies should be used with discretion, properly cared for during the day and left in orderly fashion at the end of the day.
2. All money collected in the classroom for any reason should be removed from the classroom at the end of the teaching day and returned in to the principal's office.
3. If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the principal's office and alert the office by inter-school phone. Under no circumstances should a child be released without permission by the principal.

4. In the event of major discipline problems, call the principal or assistant principal immediately. Physical contact is discouraged and at no time are you to administer corporal punishment.
5. Students are never to be released from the school building without written permission from the school principal's office.
6. Reserve teachers may not keep students after school without the principal's approval.
7. All cases of accident or illness are to be reported immediately to the school office. No medicine may be administered to the student, unless it is cleared by the nurse's office.
8. Information concerning students, which may be confidential in nature, should be kept confidential by the reserve teacher.
9. The reserve teacher is responsible for learning the instructions for all emergency procedures in each building where he/she is teaching.

GENERAL EMPLOYMENT INFORMATION

Assignment to the reserve teacher list is completed every August. However, once you have interviewed for a reserve teacher position and have worked in the district in that capacity, you will again be contacted during the month of June to ascertain whether or not you want to teach the following year. You must re-apply by September 6, 2011 or you will not be considered as an active substitute. Your PIN number remains the same, if you return in the fall for the new school year.

A *current* valid teaching license or reserve teacher license must be on file in the human resource office at the beginning of each school year.

SCHOOL CALENDAR FOR 2011-2012

| | |
|---------------------------------------|-------------------|
| Teacher Workshop Week | Aug. 29 – Sept. 2 |
| Labor Day | Sept. 5 |
| First Day of School | Tuesday, Sept. 6 |
| No School – M.E.A. | Oct. 19 - 21 |
| Thanksgiving, No School | Nov. 24 - 25 |
| Winter Break, No School | Dec. 26 – Jan. 6 |
| School resumes | Jan. 9 |
| Martin Luther King Jr. Day, No School | Jan. 16 |
| No School- staff development | Jan. 23 |
| President’s Day, No School | Feb. 20 |
| Spring Break, No School | March 26 - 30 |
| No School | April 6 - 9 |
| Memorial Day, No School | May 28 |
| Last Day of School | June 6 |
| Graduation (Armstrong & Cooper) | June 7 |

2011-2012 RESERVE PAY DATES

| Pay Date | Inclusive Of: |
|--------------------|----------------------|
| September 23, 2011 | Aug. 29 – Sept. 9 |
| October 7, 2011 | Sept. 12 – Sept. 23 |
| October 21, 2011 | Sept. 26 – Oct. 7 |
| November 4, 2011 | Oct. 10 – Oct. 21 |
| November 18, 2011 | Oct. 24 – Nov. 4 |
| December 2, 2011 | Nov. 7 – Nov. 18 |
| December 16, 2011 | Nov. 12 – Dec. 2 |
| December 30, 2011 | Dec. 5 – Dec. 16 |
| January 13, 2012 | Dec. 19 – Dec. 30 |
| January 27, 2012 | Jan. 2 – Jan. 13 |
| February 10, 2012 | Jan. 16 – Jan. 27 |
| February 24, 2012 | Jan. 30 – Feb. 10 |
| March 9, 2012 | Feb. 13 – Feb. 24 |
| March 23, 2012 | Feb. 27 – March 9 |
| April 6, 2012 | March 12 – March 23 |
| April 20, 2012 | March 26 – April 6 |
| May 4, 2012 | April 9 – April 20 |
| May 18, 2012 | April 23 – May 4 |
| June 1, 2012 | May 7 – May 18 |
| June 15, 2012 | May 21 – June 1 |
| June 29, 2012 | June 4 – June 15 |

2011-2012 RESERVE TEACHER PAY SCALE AND QUALIFICATIONS

| | Full Day | Half Day |
|---------------------------|-----------|----------|
| First 30 full days worked | \$ 124.50 | \$ 73.75 |
| After 30 full days worked | 131.00 | 77.00 |
| Retirees with # 281 | 141.00 | 82.00 |
| ** Long Term assignments | 153.00 | 88.00 |

** Long term assignments - a reserve teacher who replaces the same teacher for 16 – 79 consecutive teaching days. The reserve teacher will receive a long term sub assignment sheet from Penny Recht, Substitute Coordinator, regarding the assignment, salary and timeline. Substitutes on long-term assignments will receive one day of sick leave for each thirty (30) days worked, but are not accumulative.

Notes:

1. Reserve teachers may participate in the Robbinsdale Area Schools staff development program on a voluntary basis. Please check with the school principal where the staff development class is being held.
2. One-half day is 4 hours or less.
3. Reserve teachers will not be paid more than the full days pay rate if they work more than one job on any given day.
4. Prep time is not routinely provided to reserve teachers. Other duties may be assigned during the scheduled prep time, and are included as part of the reserve teacher's daily responsibility. No additional compensation is provided for assignments during prep time.
5. Reserve teachers are paid every other Friday (see page 9 to access pay dates).
6. Federal and state withholding, social security and teacher's retirement (TRA) are withheld from the reserve teacher's salary. A reserve teacher is covered by worker's compensation and by the district liability insurance that covers each person to a maximum of \$3,000,000.

SKYWARD EMPLOYEE ACCESS

As part of our district's technology plan, we have been pursuing strategies and implementing new technologies and systems which use the internet to deliver information and content securely to our students, parents and staff. In cooperation with Human Resources, we are implementing a new internet portal system to allow staff real-time secure access to their HR and payroll information. You can get to this site from work, home, or anywhere you have access to an internet browser.

This system is called Skyward Employee Access. It is an exciting new module being made available by our transition to the Skyward Financial PAC product. It will allow employee's to look up their own up-to-date INDIVIDUAL information through a secure user ID and password. This module has been in use by other school districts on Skyward PAC for four years and the employee response has been overwhelmingly positive. They love having the access to their data in an easy convenient format.

Information at this time includes:

Calendar YTD earnings

Continuing education clock hours for teachers

Demographic Information

Emergency Contact information that YOU CAN UPDATE

Fiscal YTD earnings

Paychecks

Paydays

Personnel information

Report Options - Generates a report for loan applications

Sub tracking information

Timeoff

W2 and W4 information

All those listed above are available on printable screens.

This system is available at the following site: <http://erma.rdale.org>

* Login and Password should already be active when you receive your Welcome Letter from AESOP.

** Skyward Employee Access Login: (first name_last name)
Temporary Password: rdale



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