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WELCOME

As a substitute 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 eight general requirements for substitute 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 substitute teacher’s responsibility to remain licensed and to keep a current license with the district human resources office.
2. On-line application and availability form for substitute teaching.
3. W-4 Federal withholding tax form.
4. I-9 Employment Eligibility Verification form.
5. Mandatory Training Information – requires substitutes to view videos and or/or receive information on Blood-borne Pathogens, Sexual Harassment in the Workplace and Child Abuse and Neglect.
6. On-line background check.
8. Direct deposit form along with a voided check.

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; or John Neumann at 763-504-8015, Robbinsdale Area Schools, 4148 Winnetka Avenue N., New Hope, MN 55427.

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, sexual 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.

PROFESSIONAL ETHICS

In your role as a substitute 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 substitute 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 substitute 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 licensed substitute for any or no reason at all. Reasons for such action might include lack of initiative, frequent unavailability, unsatisfactory work, 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 an Employee Accident/Exposure Incident Report on the district intranet website (www.intra.rdale.org); for assistance completing this please contact the School Nurse, Principal or Vice Principal. Once on the website click on Employee Resources, click on Health and Safety, click on Report an Employee Accident, and then click on Submit Accident Report. Enter all information requested and follow the steps to submit the report.

For assistance completing the report, contact the School Nurse, Principal or Vice Principal. 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.

**DRUG FREE/ALCOHOL-FREE WORKPLACE**

It is the policy of Robbinsdale Area Schools, 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 districts employees and the public.

**TOBACCO-FREE ENVIRONMENT**

Robbinsdale Area Schools is committed to promoting a healthy lifestyle for its students, staff and visitors. 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. The district policy for a tobacco-free environment states that no person or student may smoke or use tobacco product at any time, in any building or upon any grounds and parking lots, which are owned or occupied by the school district. This includes any location or facility during school district-sponsored activities or events regardless of the location and in any vehicle owned or leased by the school district.

**WEAPONS**

Employees who obtain permits can lawfully store weapons in a car in district parking areas. Concealed-carry by permit is not allowed in school district buildings, schools, school buses and or school grounds. Upon arriving on district premises, the permit holder must secure his/her weapon inside the vehicle before entering district buildings/grounds as noted above.

**TELEPHONE USE**

Personal phone calls during classroom or work hours should not be acknowledged. Cell phones should be turned off at work, unless specific arrangements have been made with the supervisor. Classes and work time should not be disrupted for personal calls except for emergency situations. Emergency personal long distance calls must be made with the use of your own personal long distance card.

**USE OF SOCIAL MEDIA**

The District recognizes the importance of online social media as a communication and e-learning tool. Toward that end, the District provides social media tools and District approved technologies to promote and enhance collaborative learning and communication.

A. The use of social media is subject to all provisions in the Network/Internet Acceptable Use and Safety Policy.

B. Public social media networks outside of those sponsored by the District may not be used for classroom instruction without prior authorization of the Executive Director of Technology.

C. The line between professional and personal relationships is often blurred within the context of social media. When employees choose to join or engage with District students, families or fellow employees in a social media context that exists outside those approved by the District, they must maintain their professionalism as District employees and will take responsibility for addressing inappropriate behavior or activity on these networks including requirements for mandatory reporting.

D. The District may use social media to effectively communicate with the general public.

**CALLING PROCEDURE**

Please refer to the Absence and Substitute Management sheet given to you during the orientation by the substitute coordinator, Erica Strand, (763) 504-8019.
If for any reason you must cancel a job, please do so immediately through the Absence Management substitute calling system, so another replacement might be found. 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. Either way a call to the school’s secretary needs to be made notifying her of the cancellation. Repeatedly canceling assignments will affect your overall sub status with the district.

PHOTO ID – SECURITY

All employees of the school district shall be required to wear a photographic identification in plain sight on their persons whenever they are on duty. Photo ID’s will created during orientation and given once hired. In order to provide for the safety and security of students and staff, all visitors shall be required to register their presence with the school office and to wear an official identification badge in plain sight on their person while they are present during the school day. Badges are to be turned in upon leaving the district. Replacement photo IDs can be obtained by calling to set up an appointment, 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. The start time for each job is provided on the job posting on Absence Management, this time may vary from school start 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 substitute 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 substitute 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.
**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.

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 substitute 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

The end of assignment time is provided on the job posting on Absence Management. 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.

**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 substitute 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. Substitute 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 substitute teacher.
9. The substitute teacher is responsible for learning the instructions for all emergency procedures in each building where he/she is teaching.

**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.
Robbinsdale Area Schools
Classroom Emergency Procedures

EMERGENCY COMMUNICATION

1. Call the building office quickly at ____________________.
2. Call 9-911 from your classroom phone. Stay on the line with the dispatcher for instructions.
3. Office staff will call ESC at x8000 or 763-504-8000.
4. Refer news media to principal, building manager or district public relations at x8029 or 763-504-8029.

Assault – Fight

1. Intervene in appropriate ways to stop fight.
2. Call for help.
3. Call health staff if there are injuries.
   See lockdown procedures.
5. May need to call 9-911. See communication procedures above.

Biological Incident

1. Isolate exposed occupants.
2. Follow communication procedures above.

Bomb or Terroristic Threat

1. Listen to caller closely.
2. Keep caller talking; ask questions like “Where is the bomb?”
3. Dial *69 to trace call
4. Follow communication procedures above.

Chemical Release – Inside

1. Evacuate area.
2. Follow communication procedures above.
3. Seal area.
4. May need to follow evacuation procedures.
5. Wait for further instructions.

Chemical Release – Outside

1. Follow reverse evacuation procedures.
2. Follow communication procedures above.
3. Notify custodian to shut down HVAC system.
4. Close windows and doors.

Demonstration – Disturbance

1. Follow external threat lockdown procedures if the demonstration becomes a threat to school safety.

Fire

1. Follow evacuation and communication procedures.

Intruder

1. Ask politely to come with you to office.
2. If intruder refuses, try to escort intruder to exit.
3. If threatening or weapon present, follow communications and internal threat lockdown procedures.

Serious or Fatal Injury

1. Follow communication and internal threat lockdown procedures.
2. Contact health staff.

Shooting – Inside

1. Follow communication and internal threat lockdown procedures.

Shooting – Outside

1. Follow reverse evacuation procedures or make yourself compact. Take cover from the shooter.
2. Follow communication and external threat lockdown procedures.
# Robbinsdale Area Schools

## Elementary Schools

<table>
<thead>
<tr>
<th>#</th>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FAIR School Crystal</td>
<td>3915 Adair Ave N, Crystal, MN 55422</td>
<td>(763) 971-4500</td>
<td>fair.rdale.org</td>
</tr>
<tr>
<td>2</td>
<td>FAIR School at Pilgrim Lane</td>
<td>3725 Pilgrim Lane North, Plymouth MN 55441</td>
<td>763-504-8400</td>
<td>fair.rdale.org</td>
</tr>
<tr>
<td>3</td>
<td>Forest Elementary</td>
<td>6800 47th Avenue North, Crystal, MN 55428</td>
<td>763-504-7900</td>
<td>foe.rdale.org</td>
</tr>
<tr>
<td>4</td>
<td>Lakeview Elementary</td>
<td>4110 Lake Drive North, Robbinsdale, MN 55422</td>
<td>763-504-4100</td>
<td>lve.rdale.org</td>
</tr>
<tr>
<td>5</td>
<td>Meadow Lake Elementary</td>
<td>8525 62nd Avenue North, New Hope, MN 55428</td>
<td>763-504-7700</td>
<td>mle.rdale.org</td>
</tr>
<tr>
<td>6</td>
<td>Neill Elementary</td>
<td>6600 Medicine Lake Road, Crystal, MN 55427</td>
<td>763-504-7400</td>
<td>ene.rdale.org</td>
</tr>
<tr>
<td>7</td>
<td>Noble Elementary</td>
<td>2601 Noble Avenue North, Golden Valley, MN 55422</td>
<td>763-504-4000</td>
<td>noe.rdale.org</td>
</tr>
<tr>
<td>8</td>
<td>Northport Elementary</td>
<td>5421 Brooklyn Boulevard, Brooklyn Center, MN 55429</td>
<td>763-504-7800</td>
<td>npe.rdale.org</td>
</tr>
<tr>
<td>9</td>
<td>Robbinsdale Spanish Immersion School (RSIS)</td>
<td>8808 Medicine Lake Road, New Hope, MN 55427</td>
<td>763-504-4400</td>
<td>rsi.rdale.org</td>
</tr>
<tr>
<td>10</td>
<td>Sonnesyn Elementary</td>
<td>3421 Boone Avenue North, New Hope, MN 55427</td>
<td>763-504-7600</td>
<td>see.rdale.org</td>
</tr>
<tr>
<td>11</td>
<td>School of Engineering and Arts Elementary at Olson (SEA)</td>
<td>1751 Kelley Dr., Golden Valley, MN 55427</td>
<td>763-504-7200</td>
<td>sea.rdale.org</td>
</tr>
<tr>
<td>12</td>
<td>Zachary Lane Elementary</td>
<td>4350 Zachary Lane N, Plymouth, MN 55442</td>
<td>763-504-7300</td>
<td>zle.rdale.org</td>
</tr>
</tbody>
</table>

## Middle Schools

<table>
<thead>
<tr>
<th>#</th>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Plymouth Middle School</td>
<td>10311 38th Avenue North, Plymouth, MN 55441</td>
<td>763-504-7100</td>
<td>pms.rdale.org</td>
</tr>
<tr>
<td>14</td>
<td>Robbinsdale Middle School</td>
<td>Robbinsdale Area Learning Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Sandburg Middle School</td>
<td>2400 Sandburg Lane, Golden Valley, MN 55427</td>
<td>763-504-8200</td>
<td>sms.rdale.org</td>
</tr>
</tbody>
</table>

## Learning and Service Centers

<table>
<thead>
<tr>
<th>#</th>
<th>Center Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Crystal Learning Center</td>
<td>305 Willow Bend, Crystal, MN 55428</td>
<td>763-504-8300</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Education Service Center</td>
<td>4148 Winnetka Avenue North, New Hope, MN 55427</td>
<td>763-504-8000 (Main Switchboard)</td>
<td>763-504-8107 (Transportation)</td>
</tr>
<tr>
<td>20</td>
<td>New Hope Learning Center</td>
<td>8301 47th Avenue North, New Hope, MN 55428</td>
<td>763-504-4160</td>
<td></td>
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</table>

## High Schools

<table>
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<tr>
<th>#</th>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Robbinsdale Armstrong High School</td>
<td>10635 38th Avenue North, Plymouth, MN 55441</td>
<td>763-504-8500</td>
<td>ahs.rdale.org</td>
</tr>
<tr>
<td>17</td>
<td>Robbinsdale Cooper High School</td>
<td>8230 47th Avenue North, New Hope, MN 55428</td>
<td>763-504-8500</td>
<td>chs.rdale.org</td>
</tr>
</tbody>
</table>

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Revised 6-9-2017
GENERAL EMPLOYMENT INFORMATION

Assignment to the substitute teacher list is completed annually. Once you have interviewed for a substitute 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 reply 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. However, at any point during the year, the District reserves the right to terminate your employment for any reason or no reason at all.

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

Please note substitute work is not guaranteed. It is the substitute’s responsibility to check when the weather or other circumstances make it necessary for late starts or cancellations. 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. If students are dismissed from school for all or part of the school day for an unexpected emergency, substitute education assistants who have reported to work will be paid for all the hours scheduled to work that day.

Federal and state withholding, social security and teacher’s retirement (TRA) are withheld from the substitute teacher’s salary. A substitute teacher is covered by worker’s compensation and by the district liability insurance that covers each person to a maximum of $3,000,000.

SUBSTITUTE TEACHER PAY SCALE AND QUALIFICATIONS

Substitute teachers are paid every other Friday (see page 15 to access pay dates.) To access personal salary information please refer to pages 15-16.

<table>
<thead>
<tr>
<th></th>
<th>Full Day</th>
<th>Half Day*</th>
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</thead>
<tbody>
<tr>
<td>First 30 full days worked on Tue., Wed., and Thurs.</td>
<td>$134.72</td>
<td>$80.10</td>
</tr>
<tr>
<td>After 30 full days worked on Tue., Wed., and Thurs.</td>
<td>$142.45</td>
<td>$83.96</td>
</tr>
<tr>
<td>Monday and Friday</td>
<td>$162.80</td>
<td>$94.14</td>
</tr>
<tr>
<td>Retirees with Dist. 281</td>
<td>$153.49</td>
<td>$89.48</td>
</tr>
<tr>
<td>**Long Term Assignments</td>
<td>$166.76</td>
<td>$96.12</td>
</tr>
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</table>

*Half Day is 4 hours or less

**Long term assignments - a substitute teacher who replaces the same teacher for 16 – 79 consecutive teaching days. The substitute teacher will receive a long term sub assignment sheet from Erica Strand, 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. The sick leave day must be used within the current assignment. Long term assignments are only available to licensed substitutes with a Full Time license. Licensed substitutes with a short call licenses do not qualify to substitute for a long-term
position. Long-term substitutes are expected to prepare lesson plans, input grades, attend team and staff meetings, and attend any mandatory trainings.

Creative Play, Great Start and Early Childhood Family Education (ECFE) pay rates are different and time is paid hourly. A time card must be submitted when working for these departments/teachers.

Staff Development/Workshops: Substitute 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.

Multiple Assignments: Substitute teachers will not be paid more than the full day pay rate if they work more than one job on any given day.

Prep Time: is not routinely provided to substitute teachers. Other duties may be assigned during the scheduled prep time, and are included as part of the substitute teacher’s daily responsibility. No additional compensation is provided for assignments during prep time.

Benefits and Leaves: substitutes are not entitled to benefits, sick leave, vacation, or holidays.

School Closings: If students are dismissed from school for all or part of the school day for an unexpected emergency, substitute teachers who have reported to work will be paid for all the hours scheduled to work that day.

Building Schedules: the building principal may reassign a substitute to duties other than those originally assigned.

Complaints: complaints are to be submitted directly to the Human Resource Department. Substitutes are encouraged to discuss complaints with the building principal or program director.

**SCHOOL CALENDAR FOR 2017-2018**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Labor Day – no school</td>
<td>September 4, 2017</td>
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<tr>
<td>First day of school</td>
<td>September 5, 2017</td>
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<tr>
<td>Teacher’s Convention – no school</td>
<td>October 19-20, 2017</td>
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<tr>
<td>Staff development – no school</td>
<td>November 7, 2017</td>
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<tr>
<td>Thanksgiving – no school</td>
<td>November 22-24, 2017</td>
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<tr>
<td>Winter Break – no school</td>
<td>December 22, 2017-January 5, 2018</td>
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<tr>
<td>School resumes</td>
<td>January 8, 2018</td>
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<td>Martin Luther King Jr, Day – no school</td>
<td>January 15, 2018</td>
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<tr>
<td>Staff development – no school</td>
<td>January 22, 2018</td>
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<tr>
<td>President’s Day – no school</td>
<td>February 19, 2018</td>
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<tr>
<td>Spring Break – no school</td>
<td>March 26 – March 30, 2018</td>
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<tr>
<td>Compensatory day – no school</td>
<td>April 2, 2018</td>
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<tr>
<td>Memorial Day – no school</td>
<td>May 28, 2018</td>
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<tr>
<td>Last day of school</td>
<td>June 6, 2018</td>
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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 employees 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://skyward.rdale.org

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

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

KEEPCERTIFIED FOR SUBSTITUTES

http://keepcertified.ties.k12.mn.us

Substitute teachers are welcome to use our online system, KeepCertified, for tracking their CEUs and enrolling in district Academy (RPLA) classes. If you do not have a KeepCertified account, contact Jane Janda at jane_janda@rdale.org if you wish to get set up (please include your folder number in the email).

Substitutes may enroll in certain district Academy classes. Please note the following details regarding these classes:

- Most of the technology classes require a district Novell login, which generally is not issued to substitutes. Be sure to read the class description – if it states that you must have a district login to attend, please do not enroll in the class. It is likely that there will be technology trainings offered during the year specifically for substitutes.

- If a wait list is generated for an Academy class, our regular teachers will be given enrollment priority for the class. You will be notified by email if you should not attend a class you enrolled in.
• Please note in the class titles that some are building/department specific. Only regular teachers from those buildings/departments should attend those classes.

• Classes will be added to KeepCertified throughout the year – so keep checking back to see what’s new!

You may also use KeepCertified to track your CEUs toward relicensure if you are keeping your MN teaching license current. CEUs should be requested under “Request CEUs”. Once the online form has been filled out, copies of the certificate/verification should be sent to the Continuing Education Committee at the ESC, 4148 Winnetka Avenue N, New Hope MN 55427. The committee meets once a month during the school year to approve hours.

IMPORTANT: If you plan to renew your license through Robbinsdale, all approval requests must be entered into KeepCertified and the paperwork turned in before the last meeting in May of the year your license expires. The Continuing Education Committee does not meet during the summer – the next meeting to approve hours is in September.

NEW STATE REQUIREMENT FOR RELICENSURE: REFLECTIVE STATEMENT
Substitutes are exempt from completing the reflective statement EXCEPT for substitutes who have taught more than 15 consecutive days in a teaching assignment during any part of the five-year period, whether as a substitute or as a regular classroom teacher. Contact Jane Janda jane_janda@rdale.org if you completed a long-term substitute assignment or taught in the classroom in the past five years and need information about submitting a reflective statement.
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<th>School</th>
<th>Subject</th>
<th>Name of Employee</th>
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ASSIGNMENT RECORD FOR SUBSTITUTE EDUCATION ASSISTANT

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