

**NAH TAH WAHSH PSA  
HANNAHVILLE INDIAN SCHOOL**

**SUBSTITUTE TEACHER HANDBOOK**



**Hannahville Indian School**

Revised 8/2009

In an effort to provide a quality education for the students at Nah Tah Wahsh Public School Academy/Hannahville Indian School, all substitute teachers must meet the standards required by the State of Michigan.

### **CERTIFICATION REQUIREMENTS:**

To qualify for substitute teacher you must meet the following:

- Register at the Intermediate School District.
- A teaching certificate or a transcript proving you have acquired a minimum of 90 credit hours from an accredited college.
- A criminal background check is completed by the Hannahville Indian Community.
- All potential substitute teachers must fill out an employment application at the Human Resources department of the Hannahville Indian Community and provide a copy of a driver's license and a social security card.
- The Hannahville Indian Community also requires all substitute candidates to pass a drug and alcohol screening provided by the Hannahville Health Center.

### **COMPENSATION:**

All substitute teachers will be paid at a rate of \$70.00 per day. After 10 consecutive days in the same position, the rate increases to \$80.00 per day. After 30 days in the same position, the rate increases to \$100.00 per day. The school has a policy that if a sub is needed for only half of a school day, payment for a whole day will be provided. If it is at the substitute's own request to only sub for a half of the day or in the event they must leave for personal reasons, payment will be prorated to cover the actual hours worked. On professional development days substitutes are expected to remain the entire day.

### **ASSIGNMENTS:**

Substitutes may be called between the hours of 6:30 A.M. to 8:20 A.M. or at any time during the day if the need arises. Calls are made by the Administrative Secretary or a designated substitute. Teachers may also secure their own substitute if the secretary is apprised of the occasion. In the event of a cancellation, an effort will be made to notify the substitute within a reasonable time frame.

When assigning a substitute teacher to a position we consider the following:

- Certification to teach the grade or subject area.
- Preference of the substitute.
- Past performance in the area needed.
- Availability to substitute for the hours/days needed.

### **ETHICAL BEHAVIOR:**

All substitute teachers are expected to observe the ethical behavior of a regular teacher. Confidential information regarding a student must not be discussed with others in the school

building or at any other school or location. Substitutes are to report to the Principal any concerns they may have regarding a student.

### **SUBSTITUTE TEACHER EVALUATION:**

Substitutes are evaluated in part by the following:

- If a substitute teacher continues to turn down assignments, it may influence the school to remove the sub from the call list.
- The Principal may rate the performance of a substitute used in the school, based on observation and on reports from teachers the sub has replaced. The performance can be based on the extent lesson plans were followed and completion of the work assigned.
- That performance rating may influence the school to remove a sub from the call list.

### **REPORTING TIME:**

All substitutes are requested to be at the school and in their assigned room as soon as possible after being notified. (School begins at 8:12 A.M.) and must remain until the buses have left the school at approximately 3:15 P.M.

### **SCHEDULES, RULES AND POLICIES:**

All subs are expected to follow classroom schedules, rules and policies of the school. Please notify the principal if these are not available in the classroom.

### **CELL PHONE POLICY:**

*All classrooms have telephones and voicemail. Cell phone usage should be limited to before and after school unless approved by a supervisor due to a personal emergency situation. This includes texting. Phones should be silenced/off during work hours.*

### **INSTRUCTIONAL MATERIALS AND CLASSROOM AIDES:**

- Use of lesson plan: The regular teacher should have a lesson plan readily available. Subs should follow all lesson plans for that day. In the event a lesson plan is not available, please notify the principal.
- Use a teacher aide if one is available. Aides normally are familiar with the material of the regular teacher and able to make the transition an uninterrupted day of learning.
- Seating charts, time schedules and textbooks should be accessible to the sub. Any other information needed can be obtained from the Principal's office.

## **STUDENTS:**

### **Student injuries:**

If a student is injured while under substitute supervision:

- Report the incident to the office. A button is available near the door of the classroom which will ring in the office. You may also call: Nurse, Tammy Dlugas at 160, Bill Boda at 157, Rose Potvin at 158.
- The teacher should remain with the injured student until help can arrive.
- The teacher must fill out an injury report available in the Principal's office.

### **Student illness:**

If a student becomes ill or complains of being ill:

- Report concern to the nurse's office at extension 160.
- If the student is unable to go to the office, request assistance to be sent and remain with the child until help arrives.

### **Student discipline:**

- Report concerns to Discipline Coordinator at Extension 188.
- If available, follow the teacher's classroom rules and discipline plan.
- Use the school discipline plan where appropriate. (See attached – or ask for one)
- Corporal punishment is never an option. The school has a "hands off" policy unless immediate safety is an issue.
- Ask for assistance from the Discipline Coordinator, the Principal or other staff member if necessary.
- Inform the Principal of any serious discipline concerns.

### **Emergency procedure:**

All classrooms have an emergency grab and go bag that contains a walkie-talkie, crisis manual, flashlight and neon colored vest. This bag is to be taken with the teacher during evacuation drills or used in a crisis situation such as a lock down.

**YOU ARE RESPONSIBLE FOR YOUR STUDENTS AT ALL TIMES, SO MAKE SURE YOU HAVE THEM WHERE YOU OR AN AUTHORIZED ADULT CAN SUPERVISE THEM.**

## **FACULTY MEETINGS:**

- Sub teachers are invited to attend staff meetings.
- Subs in a position for over five consecutive days for the same teacher are expected to attend all staff meetings.

## **END OF THE DAY RESPONSIBILITIES:**

Use the time after you dismiss the students to:

- Prepare for the next day if you will be in the same room again.
- Correct work the students have turned in if that is the teacher's request.
- Leave a brief note for the teacher summarizing what was completed, any problems you had with the lessons and any materials used.
- Close windows and put away materials, leave the desk in order and close the classroom door.

## **CLASSROOM CONTROL**

To assure good classroom control, the teacher will need to:

- Maintain established routines if it is possible to do so.
- Organize materials needed for the day prior to the students' arrival.
- Be firm and friendly. Allow the students to make decisions but be prepared to intervene with a firm decision if the situation calls for action.
- Be consistent. If a behavior is unacceptable one day, the same behavior needs to be unacceptable every day. A good natured teacher can eliminate friction better than a stern or sarcastic one.
- Use praise or correction when and where it will contribute to the student's growth.
- Avoid conflicts. Don't argue with a student. Give the student the opportunity to "cool off" by waiting until after class to discuss it. If you need help with control notify the discipline coordinator or the principal. Do not allow the situation to get out of control.
- Evaluate yourself. Be aware of voice quality, enthusiasm, sense of humor, personal appearance, attitude and understanding. Friendly self-confidence will gain the respect and attention of the students under your supervision.