



# ***Reserve Teacher Handbook***

**Independent School District No. 271**  
1350 West 106th Street  
Bloomington, MN 55431-4126

**2019 - 2020 School Year**

*An Equal Opportunity Employer*



**Public Schools**



*Revised 8/19*

# BLOOMINGTON PUBLIC SCHOOLS 2019–2020 SCHOOL CALENDAR

## START AND END DATES

<b>Sept 3</b>	First day of school 6-12
<b>Sept 4</b>	First day of school K-5
<b>Jun 4</b>	Last day of school K-12

## KEY DATES

<b>Aug 26-30</b>	Teacher Professional Development
<b>Aug 28</b>	Elementary assessment day
<b>Sept 2</b>	No school K-12: Labor Day
<b>Sept 3</b>	No school K-5: Elementary assessment day
<b>Sept 3</b>	First day of school 6-12
<b>Sept 4</b>	First day of school K-5
<b>Oct 16</b>	No school K-12: Teacher professional development, conference* or work day
<b>Oct 17-18</b>	No school K-12: Education Minnesota Conference
<b>Nov 1</b>	No school K-5: Elementary teacher professional development; grades 6-12 in session
<b>Nov 22</b>	End of Trimester 1
<b>Nov 25-26</b>	No school K-12: Teacher professional development, conference* or work day
<b>Nov 27-29</b>	No school K-12: Thanksgiving break
<b>Dec 23-Jan 3</b>	No school K-12: Winter break
<b>Jan 20</b>	No school K-12: Martin Luther King, Jr. Day
<b>Feb 14</b>	No school K-12: Teacher professional development, conference* or work day
<b>Feb 17</b>	No school K-12: President's Day
<b>Mar 5</b>	End of Trimester 2
<b>Mar 6</b>	No school K-12: Teacher professional development, conference* or work day
<b>Mar 9</b>	No school K-12: Teacher professional development, conference* or work day
<b>Mar 23-27</b>	No school K-12: Spring break
<b>Apr 10</b>	No school K-12
<b>May 25</b>	No school K-12: Memorial Day
<b>Jun 4</b>	End of Trimester 3
<b>Jun 5</b>	Teacher work day

Dear Reserve Teacher:

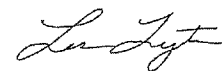
This handbook is intended to assist you as you carry out your responsibilities as a reserve teacher in the Bloomington Public Schools.

We recognize that your task is a challenging one, particularly when you are in an assignment for very short period of time. Nonetheless, we expect each of our students will have dynamic learning experiences in all of their classes every day and we are pleased to have a group of well qualified, conscientious reserve teachers to whom we can turn as needed.

We hope you will enjoy your teaching experiences in the Bloomington Schools in the coming year and look forward to your valuable contributions in the classroom.

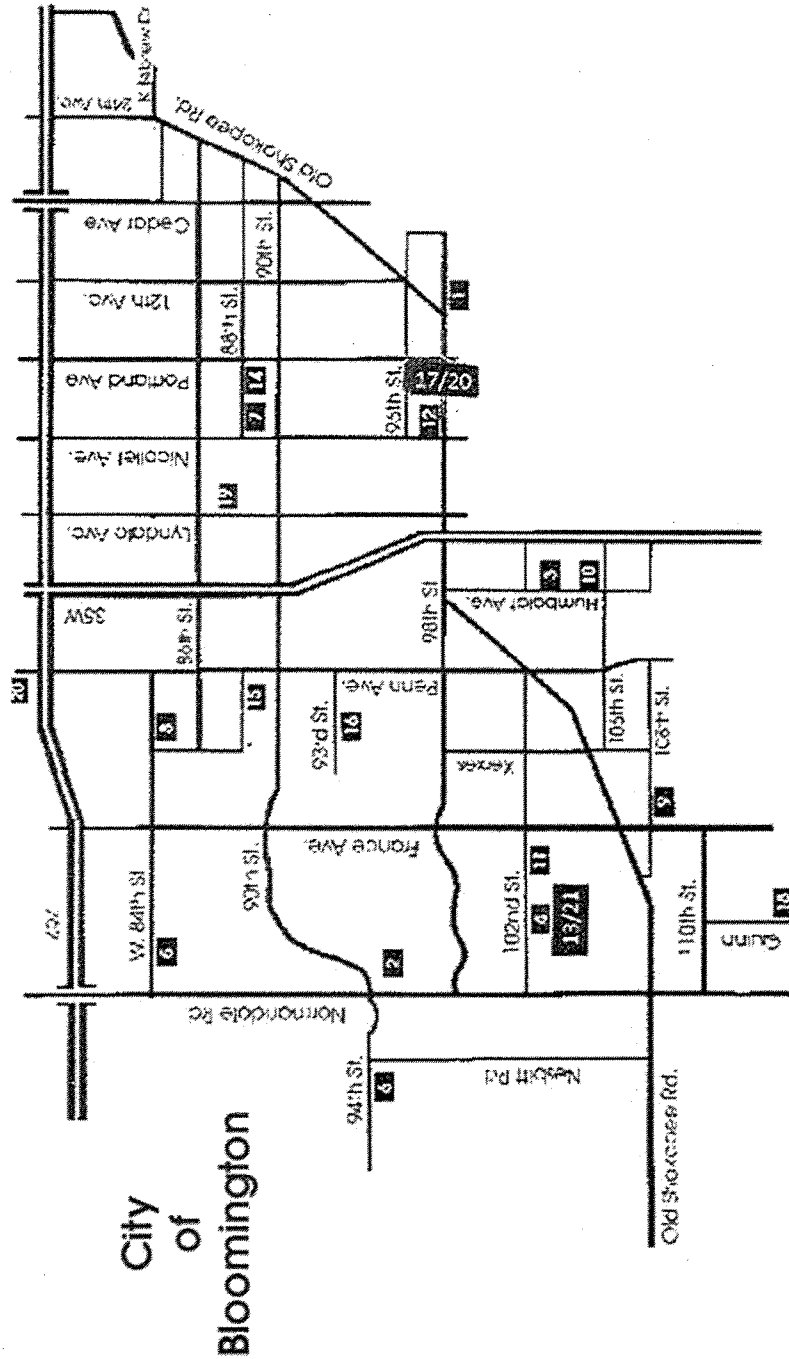
We would be pleased to receive your suggestions for improving reserve teacher services in the District.

Yours very truly,



Les Fujitake  
Superintendent of Schools

# ★ How to Find Us...



## Requirements for Reserve Teaching

- All reserve teachers in the public schools in the State of Minnesota are required to have a valid, current Minnesota teaching license. In order to reserve teach in the Bloomington Public Schools, a copy of that license must be on file in the District Human Resources office. It is the responsibility of the reserve teacher to renew their license whenever necessary. Renewals are done online with the Minnesota Professional Educator Licensing and Standards Boards - <https://mn.gov/pelsb/>
- A daily substitute may accept an assignment in any subject area as long as that substitute is willing or feels competent to sub in that area. **Individuals holding short-call substitute teaching licenses are not eligible to accept short-term assignments that are longer than 15 consecutive days or long-call substitute assignments.**

## School Hours

Reserve Teachers are required to observe the **same school day as the teacher.** When working a full day assignment, **reserve teachers are required to work the following hours:**

School	Teacher Hours	Student Hours
Jeff. & Kenn. High Schools	7:15-2:57	7:50-2:37
Jeff. & Kenn. Early Bird Classes	6:40—Dep Daily Schedule	6:50-7:41
Olson Middle School	7:30-3:12	7:55-2:37
Valley View Middle School	7:30-3:12	7:55-2:37
Oak Grove Middle School	7:30-3:12	7:55-2:37
Bloomington Transition Center	7:30-2:00	
Hillcrest Community School	8:20-4:02	9:30-3:50
Oak Grove Elementary	8:00-3:42	9:00-3:20
Olson Elementary	8:00-3:42	9:00-3:20
Poplar Bridge Elementary	8:00-3:42	9:00-3:20
Indian Mounds Elementary	8:00-3:42	9:00-3:20
Normandale Hills Elementary	8:00-3:42	9:00-3:20
Washburn Elementary	8:00-3:42	9:00-3:20
Westwood Elementary	8:00-3:42	9:00-3:20
Southwood Center	8:30-4:00	9:10-3:30

## Bloomington Public Schools

### **ELEMENTARY:**

**Hillcrest Community School** 681-5300

9301 Thomas Rd 55437  
Don Gramenz, Interim Principal

**Indian Mounds Elementary** 681-6000

9801 11th Avenue South 55420  
Jeremy Kuhns, Principal

**Normandale Hills Elementary** 806-7000

9501 Toledo Avenue South 55437  
Andrew Vollmuth, Principal

**Oak Grove Elementary** 681-6800

1301 West 104th 55431  
Brian Cline, Principal

**Hubert Olson Elementary** 806-8800

4501 West 102nd Street 55437  
Paul Meyer, Principal

**Poplar Bridge Elementary** 681-5400

8401 Palmer Road 55437  
Roberto Cantu, Principal

**Ridgeview Elementary** 806-7100

9400 Nesbitt Road 55438  
Steven Abrahamson, Principal

**Valley View Elementary** 681-5700

351 East 88th Street 55420  
Joan Maland, Principal

**Washburn Elementary** 681-5500

8401 Xerxes Avenue South 55431  
Andrew Wilkins, Principal

**Westwood Elementary** 806-7200

3701 West 108th Street 55431  
Hugh Roberts, Principal

**Reserve Teacher Clerk: Kim Myers 952-681-6448**

## Absence Management System (Aesop)

Bloomington Schools uses the Frontline Absence Management System, formerly called Aesop, which provides the latest in Web-based and telephone-based technology. It is accessible 24 hours/ day, 7 days/week. You may interact with the system either on the Internet at [app.frontlineeducation.com](http://app.frontlineeducation.com) or by a toll-free automated phone line at 1-800-942-3767. When you are hired, you are assigned an ID and PIN as well as instructions on how to use the system. The ID and Pin you are given are to be used for accessing the system by telephone. You will receive an email invitation to set your Frontline account so that you can access the system by the Internet. Persons substituting in other districts using Frontline Absence Management may combine the accounts. For Help and Training, click the HELP tab on your home page on Aesop. You will be taken to the Learning Center where there are two short instruction videos and other printable training materials. Help Desk assistance is available at 952-681-6448 between the hours of 6:00 a.m.-2:30 p.m.

## Starting Your Day

**Be prompt in arrival.** In the event you will arrive late due to an emergency situation, notify the building directly as soon as possible.

**It is very important that you sign in at the main office as soon as you arrive at a school.**

**Be sure to wear your picture identification badge.**

**Review the classroom teachers' daily schedule, plan book, seating charts, record books, textbooks and any other needed materials.**

**Review that school's discipline policy.** Know what to do ahead of time in the event you have a discipline situation.

## In The Classroom

**Maintain good discipline.** Classroom management is the art of keeping students safe and on task.

**Follow the lesson plans as closely as possible.** It is your job to ensure that the plan is executed and that students complete the task. However, classes are unpredictable, and you may have to make adjustments. Include any changes you make in your note to the teacher.

## At the End of Each Day

**Write a note to the teacher.** This is very important. Include a brief summary of the work completed or not completed, as well as any other information that will be helpful to the classroom teacher. Include any special activities that you initiated. If you had to deviate from the regular lesson plan, explain how and the reason.

**Clean up.** Leave the classroom as clean as or cleaner than you found it.

**Reserve teachers should be available and working until their scheduled departure time.**

*Return keys and folder, if given, to the school office and inquire if you are needed for the next day.*

## *Highlights of Board Policy 413 & 414*

### **Sexual, Physical, and Emotional Child Abuse, Harassment and Violence in the School and Work Place Environment**

#### **GENERAL POLICY STATEMENT...**

It is the policy of the School Board of Bloomington Independent School District No. 271 that all adults and students shall have a right to function in a school and work place environment which is free of any form of emotional or physical child abuse; sexual child abuse; any form harassment based on gender, sexual preference, religion, race, physical or mental disabilities, or national origin; and any form of violence based on or reasonably related to sex, religion, or race.

#### **WHO...**

Any responsible adult or any student functioning within the authority of the Bloomington Public Schools. For purposes of this policy, responsible adult includes: licensed teachers and administrators, classified (non-teacher licensed) school employees, school board members, agents, volunteers, contractors, or persons subject to the supervision and control of the Bloomington Schools.

#### **DEFINITIONS...**

1. Within the meaning of this Policy, the term "sexual harassment" shall mean any unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature, when such conduct is unwelcome and/or when the conduct creates an intimidating, hostile or offensive employment or educational environment. (Policy 413)
2. Within the meaning of this Policy gender, sexual orientation, religious, racial, physical and mental disability and national origin harassment shall mean any conduct, comment or communication within the education or work place environment which is reasonably related to an individual or a group of individuals or a class of individuals based on their gender, sexual orientation, religion, race, physical or mental disabilities, or national origin. (Policy 413)
3. "Sexual violence" is a physical act of aggression or force or threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts as defined in Minnesota Statutes, Section 609.341, including the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. (Policy 413)

## **Safety**

It is very important that all reserve teachers exercise great caution to ensure the safety of students. Reserve teachers working in the area of industrial technology, physical education, science, or any other area that may include technical processes with potential danger should avoid these types of activities unless they are fully licensed in the subject area. Power machinery in the industrial tech area, for example, should not be operated except when students are under the supervision of a fully licensed industrial tech reserve teacher.

It may be necessary, that reserve teachers occasionally plan activities other than those that are shown on the teacher's lesson plans. Department heads or administrators should be consulted if there are any questions related to the lesson plan for each day.

In case of inclement weather, please listen to WCCO Radio (830-AM) starting at 5:30 a.m. for school closings. **If the Bloomington Public Schools are to be closed, you are NOT to report to your assigned school.**

As an employee of the Bloomington Public Schools, you are covered by a general liability insurance policy when acting within the scope of your duties.

## **Pay**

Bloomington Schools offer competitive pay rates that help us attract and retain quality reserve teachers. Throughout the school year and during the summer, the Human Resources Office monitors the reserve teacher rates paid by other metro school districts in order to ensure that our rates remain competitive.

Reserve teachers will be notified each year of the daily rate of pay that has been approved by the School Board.

Bloomington Schools currently offers a two-tier full day rate schedule. The first rate is in effect for the first forty (40) cumulative working days in one school year. The second tier or higher rate is effective after forty (40) cumulative working days in one school year. Once the second tier or higher rate of pay is reached, the reserve teacher is not required to requalify for that level of pay the following school year.

For partial days of work, the schedule is as follows:

- Up to and including four (4) hours per day is paid the half-day rate.
- Anything over four (4) hours per day is paid at the full day rate.

A **long term assignment** is defined as a continuous single assignment of ten (10) days or more. If it is known in advance that the assignment will be for 10 days or more, the long-term pay will start immediately. If the assignment given was a daily, casual absence and it runs into 10 days, a pay adjustment will be made.

A “long-call” assignment is defined as a continuous single assignment of thirty (30) working days or more. The pay for long-call assignments is determined through teacher negotiations. Long-call reserve teacher assignments are determined and assigned by the building principal.

A \$15.00 incentive will be added to reserve teacher’s pay when they work in Bloomington Schools on Fridays.

Reserve teachers WILL BE PAID for the following school **holidays** PROVIDED they worked the last student-contact day before **and** the first student-contact day after each one: Labor Day, Thanksgiving Day, Martin Luther King Day, President's Day and Memorial Day. This DOES NOT include Winter Break, Spring Break or teacher workshops/in-service days.

Reserve teacher pay is not applicable when services are not performed due to weather or other emergency school closing.

Pay dates are the 5th and the 20th of each month. Pay on the 5th will reflect days worked through the 15th of the **previous** month. Pay on the 20th will reflect days worked from the 16th to the 31st of the **previous** month.

**It is your responsibility to maintain accurate records of days worked, job numbers assigned by the system and of payment received.**

**Questions regarding inaccurate pay checks should be directed to the Payroll Department, 952-681-6429.**

## **Professional Development**

Bloomington Schools' reserve teachers are invited to participate in the many Professional Development activities that are available for all staff.

Course offerings are available online at

<http://www.bloomington.k12.mn.us/departments/professional-development/professionaldevelopmentopportunities>. You may register by contacting Staff Development at 952.681.6482. Reserve teachers who attend staff development classes receive continuing ed unit credit.

## **Reserve Teacher Resources**

There are many resources available to provide reserve teachers useful information, ideas and tips, fun activities, stories and “survival bag” necessities. The public library is a good source for this information. There are a multitude of fun and informative websites available online. The following websites are just a few examples:

**Substitute Teaching A to Z - Resources**

[www.substituteteachingatoz.com](http://www.substituteteachingatoz.com)

**The Guest Teachers Bag of Goodies - Ideas for Substitutes**

[www.teachingheart.net](http://www.teachingheart.net)

**National Education Association - Classroom Management**

## **Professional Ethics**

The code of ethics of the reserve teacher follows, in spirit, the code of ethics set up for all Minnesota teachers as outlined by the NEA. The basic principles of this code of professional ethics are described below.

The primary obligation of the teaching profession is to guide children, youth, and adults in the pursuit of knowledge and skills, to prepare them in the ways of democracy, and to help them to become happy, useful, self-supporting citizens. The ultimate strength of the nation lies in the social responsibility, economic competence, and moral strength of the individual American.

Members of the teaching profession share with students the task of shaping each student’s purposes and acts toward socially acceptable ends. The effectiveness of many methods of teaching is dependent upon cooperative relationships with the home.

The teaching profession occupies a position of public trust involving not only the individual teacher’s personal conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner.

Members of the teaching profession have inescapable obligations with respect to employment. These obligations are nearly always shared employer-employee responsibilities based upon mutual respect and good faith.

The teaching profession is distinguished from many other occupations by the uniqueness and quality of the professional relationships among all teachers. Community support and respect are influenced by the standards of teachers and their attitudes toward teaching and other teachers.

### **The Reserve Teacher:**

- Respects and enforces confidentiality of materials and information
- Endorses the principle that the profession must accept responsibility for conduct of its members
- Supports school policy
- Makes every effort to serve when called upon
- Regards criticism of the regular teacher as unprofessional
- Is considerate and loyal in relationships with fellow teachers

# Emergency Response Guide

## school safe conditions

No emergency plan can account for every scenario and you may be required to make decisions. You are empowered to modify plans to save lives.



### ★ Lockdown

*The perceived threat is INSIDE or on the campus.*

1. Go to nearest classroom or secure location and take cover.
2. Scan hallway quickly; gather students and others into the nearest room. Classroom doors should be locked, lights turned off and shades/blinds closed.
3. Disperse students throughout the room, do not cluster together. Stay "out of sight."
4. Maintain SILENCE. Students TURN OFF cell phones.
5. DO NOT OPEN DOOR, even in the event of a fire alarm. If another hazard event occurs, communication will be made.
6. If in an unsecured location with no place to hide or take cover, evacuate the building immediately. Evacuate to a safe location and notify authorities.
7. If OUTSIDE when a lockdown is initiated, move immediately away from the area to a safe location and notify authorities.
8. If no other options exist when confronted in a life-and-death situation, prepare to evade, distract or defend with any object available.
9. Emergency personnel will knock, announce and unlock classroom doors once the lockdown has been lifted.



### ★ Shelter-in-Place

*Initiated when a potential threat exists near the campus and requires police or fire response.*

1. Move all students and activities inside and ensure the building perimeter is secured - all doors and windows locked.
2. No visitors allowed on campus or inside the building unless otherwise directed.
3. Increase situational awareness while maintaining normal classroom and building activities, unless otherwise instructed.
4. Remain inside the building until an "All Clear" announcement.



### ★ Evacuation

*Initiated when conditions are safer outside the building.*

1. Follow primary routes unless blocked by hazard. Know the alternate route.
  - Teachers take your cell phone and class roster
  - Allow students to stop for coats on cold-weather days, unless otherwise directed
  - Close classroom door when leaving
2. Assist those needing special assistance.
3. Proceed to designated assembly area; at least 100-ft from building.
4. When outside: Take attendance; report any missing, extra or injured students to BERT member. This info is reported to Incident Commander.
5. Wait for additional instructions or until the "All Clear" announcement.



### ★ Severe Weather

1. Proceed to designated "safe harbor" shelter location.
  - Leave all personal items behind
  - Close classroom door when leaving
  - Once in shelter location: Take attendance; report any missing, extra or injured students to BERT member.

2. Instruct students to "duck and cover" with their backs to the wall.
3. Remain in shelter location until "All Clear" announcement.



### ★ Hold-in-Place

*Initiated when an urgent or medical incident occurs to a students or staff. Response is intended to shelter students from the incident location.*

1. Move all students away from the incident location by returning to classroom, or evacuating to another location/room in the school. Students may remain outside under supervision if the incident is inside the school.
2. Scan hallway; gather students into the nearest room.
3. Maintain normal classroom and building activities, unless otherwise instructed.
4. Remain in location until an "All Clear" announcement.



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Life Safety School Conditions

Urgent Incident Condition

4. "Racial or religious violence" is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or religion. (Policy 413)
5. Assault is all acts done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat. (Policy 413)
6. Physical and sexual and emotional child abuse: Within the meaning of Policy 414, the term "child abuse" shall include those acts and threatened acts as described within Minnesota statutes which constitute student physical, sexual or emotional abuse perpetrated within the educational environment by an employee or a volunteer or responsible adult. Under this definition the term "educational environment" shall also include any setting or circumstance which is reasonably caused or results from the student-adult relationship as established within the education environment. (Policy 414)
7. Reporting Requirements: Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence or harassment based upon gender, sexual orientation, physical or mental disabilities, or national origin by a pupil, teacher, administrator, or other employee of the District or any other person should report the alleged acts immediately either verbally or in writing to a principal, supervisor, administrator, the Superintendent or other person in the District in a position of authority. The allegations will be investigated by the District and appropriate action will be taken. Retaliation against a person who reports alleged acts of harassment and/or violence is prohibited. (Policy 413)

Any reserve teacher who knows or has reason to believe that a child is being neglected or physically or sexually abused shall report such information to the local welfare agency, agency responsible for assessing or investigating such reports, police department or county sheriff. Reserve teachers should also report such neglect or abuse to the building principal, supervisor, administrator, the Superintendent or other person in the District in a position of authority.

## Discipline

The individual school discipline policy and procedures for each building will be available for you upon checking in at the main office. Please adhere to the procedures outlined for each school building.

## Reserve Teacher Attire

Attire for substitutes is business casual, with the exceptions for PE, Art, or any other classes where alternate clothing is needed. You are a model for our students. Please dress appropriately.

## Reserve Teacher Responsibilities

**AVOID A BABYSITTING ATTITUDE.** Reserve teachers are paid to carry out the lesson plans left by the regular classroom teacher and to maintain a quiet and orderly classroom. Reserve teachers should refrain from personal reading or computer use when it is inappropriate.

• **SPECIAL NOTE ON PREP TIMES.** Reserve teachers in the middle and high schools should not assume they can leave the building early because the teacher has prep time the last period of the day. Check with the principal's office to inquire if the teacher has supervision you should be doing at that time or if they need you in other areas. Same for assignments with first hour prep. Do not arrive late. If you are being paid a full day's pay, you must work the full day scheduled hours or your pay may be adjusted accordingly.

• **RESERVE TEACHERS IN THE ELEMENTARY SCHOOLS** who are working a full day assignment are required to be available in the building until 3:30 p.m.. Do not leave early unless special arrangements have been made with the office.

• Please remember to remain calm in voice and manner. Maintain professional boundaries in all interactions. This includes physical boundaries such as placing hands on students to guide them somewhere, and social boundaries such as "Friending" students on Facebook or interacting with them in social ways outside of the classroom.

• **All reserve teacher assignments must go through the District substitute calling system, even if the teacher or principal contacts you directly. A reserve teacher should not report for a substitute job unless the assignment has gone through the automated calling system and the reserve teacher obtains a job number.**

• Reserve teachers are required to wear their picture identification name badges each time they work in the schools.

• Reserve teachers in all schools may be assigned additional duties by the principal or may be asked to teach in a classroom other than the one he had agreed to through the automated system. In both cases, the reserve teacher is expected to demonstrate **flexibility and cooperation** with the school administration in its attempts to meet the instructional and safety needs of the students under their care.

• Maintain professional ethics and never make direct or indirect comments about the regular teacher or his/her methods.

• It is the reserve teacher's responsibility to keep the reserve teacher clerk apprised of any change in address, telephone number or availability.

We encourage you to communicate questions, concerns, suggestions, or any information directly to the Reserve Teacher Clerk,

Kim Myers at 952-681-6448.

## Bloomington Public Schools

### SECONDARY:

**Oak Grove Middle School (6-8)** 681-6600  
1300 West 106th Street 55431  
Brian Ingemann, Principal

**Valley View Middle School (6-8)** 681-5800  
8900 Portland Avenue South 55420  
Megan Willrett, Principal

**Hubert Olson Middle School (6-8)** 806-8600  
4551 West 102nd Street 55437  
Tom Ciavarri, Principal

**Thomas Jefferson High School (9-12)** 806-7600  
4001 West 102nd Street 55437  
Jaysen Anderson, Principal

**John F. Kennedy High School (9-12)** 681-5000  
9701 Nicollet Avenue South 55420  
Carol Kampa, Interim Principal

### Beacon ALC

2nd Floor of Kennedy High School  
9701 Nicollet Avenue South 55420

### ADMINISTRATION/OTHER:

**Bloomington Transition Center (BTC)** 681-6505  
2575 West 88th Street 55431  
18-21 yr. old Unique Needs Students

**Southwood Center** 806-8903  
4901 West 112th Street, 55437  
Chris Christenson, Coordinator of ECSE

**Pond Center** 681-6200  
9600 3rd Avenue South 55420  
Jeanna Miller, Coordinator of Family Education

**Community Education Campus** 681-6100  
2575 West 88th Street 55431  
Tamra Sieve, Director of Community Education

**Reserve Teacher Clerk: Kim Myers 952-681-6448**



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<b>1</b>	Indian Mounds Elementary 9801 11th Avenue South
<b>2</b>	Normandale Hills Elementary 9501 Toledo Avenue
<b>3</b>	Oak Grove Elementary 1301 West 104th Street
<b>4</b>	Olson Elementary 4501 West 102nd Street
<b>5</b>	Poplar Bridge Elementary 8401 Palmer Road
<b>6</b>	Ridgeview Elementary 9400 Nesbitt Road
<b>7</b>	Valley View Elementary 351 East 88th Street
<b>8</b>	Washburn Elementary 8401 Xerxes Avenue South
<b>9</b>	Westwood Elementary 3701 W. 108th St.
<b>10</b>	Oak Grove Middle School 1300 West 106th Street
<b>11</b>	Jefferson High School 4001 West 102nd Street
<b>12</b>	Kennedy High School 9701 Nicollet Avenue
<b>13</b>	Olson Middle School 4551 West 102nd Street
<b>14</b>	Valley View Middle School 8900 Portland Avenue
<b>15</b>	Community Education Campus 2575 W 88th Street
<b>16</b>	Hillcrest Community School 9301 Thomas Road
<b>17</b>	Pond Center 9600 -3rd Avenue South
<b>18</b>	Southwood Center 4901 W 112th Street
<b>19</b>	Transportation Center 8801 Lyndale Avenue South
<b>20</b>	Bloomington Transition Center 2575 West 88th Street Door 10