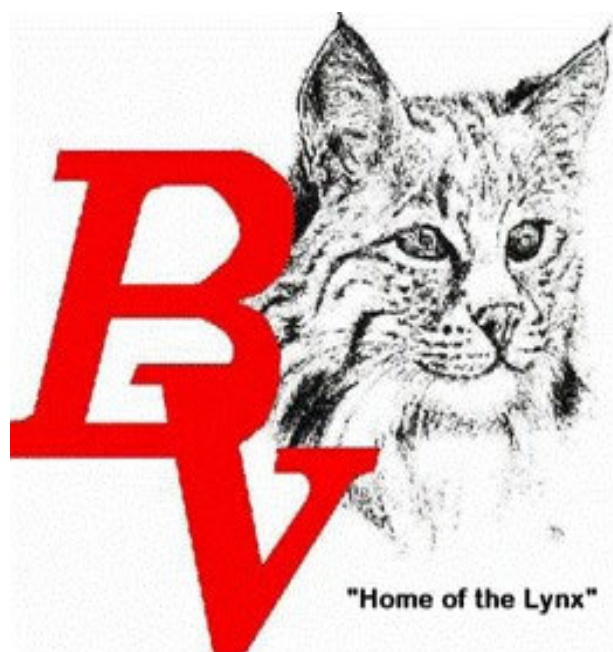


**Brandon Valley School District**

# **Substitute Handbook**



BRANDON VALLEY SCHOOL DISTRICT 49-2

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

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# **A GUIDE FOR SUBSTITUTES**

## **INTRODUCTION**

Welcome to the Brandon Valley School District #49-2. We are pleased that you are interested in being a substitute in our district. The following information is provided to assist you in becoming acquainted with the procedures for substituting. We would like to stress to you the following expectations:

First and most importantly, we expect our substitutes to TEACH. You assume a demanding and critical role in the education of students in the Brandon Valley School District. The cumulative effect of substitute teachers over the course of a year is very significant to the educational process. You are an important person to the Brandon Valley School District, and we expect you to do your best.

We hope that our substitutes can become a visiting member of the staff where they work. Please accept our invitation to participate in appropriate activities and be in the lounges throughout the district. Please ask regular staff members to assist you whenever the need arises. If you need help, just ask!

Prepare for the day's work ahead by arriving on time and remaining at school until the professional day has been observed.

Please check in and check out of the office at each school where you are to substitute.

Communicate with the regular teacher by written notes and with building administrators verbally on questions or about the day's activities. A substitute's responsibilities include the grading of student's assignments unless specific directions are left by the classroom teacher or building administrator.

Be a good supervisor by assisting in hall, lunch, and other appropriate supervision. Performing the responsibilities of regular staff is expected and is much appreciated by your co-workers and administrators.

Ask your building administrator for assistance in determining building procedures or for specific information not provided within this booklet.

When discipline is a concern, ask for assistance early. Do not wait until the end of the day to report problems or seek assistance. We expect our students to observe disciplinary standards and our staff to ensure a quality learning environment. We would like to re-emphasize the important role our substitutes assume in the Brandon Valley School District. We hope that you feel positively about yourself and the daily positions you accept. Please observe a positive approach in seeking information and finding solutions to problems. We shall be most grateful for your assistance and your cooperation.

Substitute teachers are vital to the successful delivery of educational services to the pupils of any school community. We are fortunate in Brandon Valley to have a group of dedicated educators in the role of substitutes who share their talents with the children in our schools.

These few pages will provide you, the substitute, with important information pertaining to your work in Brandon Valley School District. Further information is available through the district's Central Office.

## EDUCATIONAL PHILOSOPHY

The Board will provide an educational environment that promotes and enhances learning as a life-long endeavor. In addition, the Board believes that education is not just the development and refinement of mental capacity but a process that assists the students in meeting their physical, social, aesthetic, and emotional requirements.

The board will strive to provide stimulation and assistance so that each student develops in accordance to their individual abilities, interests and potential. The responsibility of the school, therefore, is to help guide the individual in the many and varied educational experiences so that they can develop into a wholesome, happy and productive human being.

The Board recognizes the importance of the home as an influence upon the student and believes that cooperation between the teacher and the parent is necessary in the development of a student's integrated personality.

The total staff of the school system constitutes an immeasurable and lasting force in the development of the student. The teacher is the most significant influence in the school and must, therefore, possess and demonstrate dedication, enthusiasm and sensitivity. It is primarily the teacher's responsibility to provide the learning environment in the school that fosters maximum student growth and reflects individual differences.

It is further realized that mutual rapport among the home, student, staff, administration, School Board and total community is necessary to implement this policy.

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: June 22, 1992)

(REVISION DATE: January 22, 1996)

(REVISION DATE: January 10, 2005)

(REVISION DATE: October 22, 2007)

CROSS REF.: IA, Instructional Goals

## SCHOOL DISTRICT GOALS AND OBJECTIVES

The goal of this school district is to accept responsibility for the development of each student into an adult who can, participate fully, learn continually and contribute meaningfully to our world.

Seven objectives that contribute to the achievement of this goal, listed without priority in arrangement, define desirable outcomes to be incorporated into plans for the school system:

1. Each student develops proficiency in state basic academic standards.
2. Each student develops the capacity to recognize and cope with the problems of an unknown future.
3. Development of meaningful interpersonal relationships among students, staff and community.
4. Staff, students and parents are afforded maximum feasible participation in the development and evaluation of programs and policies that meet the educational needs of each community.
5. Maximum efficiency in the allocation of material resources.
6. Maximum efficiency in the allocation of human resources.
7. Each student develops proficiency in the area of technology.

(ADOPTION DATE: February 22, 1982)

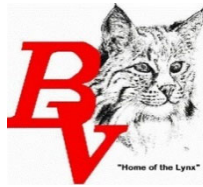
(REVISION DATE: August 26, 1996)

(REVISION DATE: January 10, 2005)

(REVISION DATE: October 22, 2007)

# BRANDON VALLEY SCHOOL DISTRICT

"Home of the Lynx"



## BRANDON VALLEY MISSION STATEMENT

We will prepare our students to be life-long learners and productive citizens through a positive learning environment with the cooperation of students, educational staff, parents, guardians, and community.



## Belief Statements

We believe in the collaborative efforts of the students, educational staff, parents, guardians, and community for successful education.

We believe in providing a safe, nurturing and stimulating environment which promotes mutual respect and trust.

We believe in the acceptance of and respect for the unique physical, social, emotional, and intellectual needs of all individuals.

We believe in the continual growth of knowledge, self-respect, life skills, citizenship, and global awareness to promote lifelong learning.

We believe the school has an obligation to prepare its students to compete globally.

We believe technological literacy is essential for success in a global society.

We believe it is the district's obligation to provide the foundation for all students to achieve their full potential.

## REQUIREMENTS AND CERTIFICATION

In order to substitute, new substitutes must

1. Submit a completed online application:  
(<https://brandonvalley.tedk12.com/hire/Index.aspx>, Substitute Application)
2. Submit W-4 and I-9;
3. Complete application for School Employee Criminal Background Check (There will be a charge of \$43.25 for fingerprinting-payable to DCI.);
4. Complete a Direct Deposit Form – Please be sure to attach a voided check when returning
5. Complete the SDRS Verification Form (regardless of employment / retirement benefit status)
6. Complete the substitute virtual in-service packet which includes health and safety training videos.

For more information and access to the above documents, visit the BVSD Substitute Teaching information page at:

[https://brandonvalley.k12.sd.us/district/Central\\_Admin/Substitute\\_Handbook/SubstitutePage.htm](https://brandonvalley.k12.sd.us/district/Central_Admin/Substitute_Handbook/SubstitutePage.htm)

## SUBSTITUTE PROFESSIONAL STAFF

Building Principals will receive and maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. The list of qualified substitute teachers will be approved by the Board of Education.

Substitute teachers must have a high school diploma or its equivalent, which may be a general educational development (GED) certificate.

The school board will determine the salary of substitute teachers at its annual meeting.

Principals will endeavor to employ persons on the substitute list for the subjects or grade level for which they are listed. Principals will supervise the substitute and assist the substitute in locating the lesson plans developed by the regular teacher.

It shall be the duty of the substitute teacher to acquaint themselves with the duties required of them. In the performance of this duty, they shall always report to the principal before assuming charge of a classroom for the first time. Substitute teachers are expected to comply with all the regulations governing regular teachers. When in the same teaching position for more than one day, they shall maintain the hours in the building as other teachers. They shall assume responsibility in the management of building and grounds, and in extra-curricular activities directed by the principal. The substitute shall correct all papers accruing while on duty.

A noncertified teacher substitute is a person without teacher training, with at least a high school diploma but less than a college degree, who substitute teaches during an emergency short-term absence of a regular teacher.

A school system employing non-certified teacher substitutes must annually provide in-service training specifically designed for their needs and must have a written plan for the training on file.

A certified teacher substitute is a person with a valid teacher certificate, any type of expired teacher certificate, or at least a college degree who substitute teaches during an emergency short-term or long-term absence of a regular teacher.

A temporary administrator is a person holding a valid teacher certificate with an administrative endorsement, a valid teacher certificate with administrative training, an expired teacher certificate with an administrative endorsement, or at least a college degree with administrative experience who serves in an administrative position during a short-term or long-term emergency.

A certified teacher substitute or temporary administrator who is fully qualified for the emergency assignment may serve for any number of days during a school term.

A school system employing certified teacher substitutes must annually provide in-service training specifically designed for their needs and must have a written plan for the training on file.

## **ASSIGNMENT PROCEDURES/RESPONSIBILITIES**

An automated call system is used for substitute assignments. Assignments are influenced by areas of certification, substitute preference, principal's requests, and quality of work in previous assignments.

### **OUTLINE OF A SUBSTITUTE'S DAY**

1. Arrive at the assigned building at the reporting time indicated by the automated call system.
2. Report to the principal's office for signing in, keys, directions and special instructions.
3. Conduct class and other duties as nearly as possible as would the regular teacher.
4. Leave the classroom as it was upon arrival with work completed, papers corrected, and memos to the regular teacher reporting the day's activities.
5. Complete any forms requested by the individual school.
6. The building principal or his/her designee may release a substitute as early as fifteen (15) minutes after the close of the student day, if the principal decides that all of the substitute's duties have been satisfactorily completed.

### **RESPONSIBILITIES**

1. Follow the lesson plans and the routine of the regular teacher as closely as possible.
2. Accept the suggestions of teachers and administrators even though they may conflict with your own philosophy.
3. Willingly accept all reasonable assignments from the building principal.
4. Be professional in every aspect of your association with students, parents, teachers and administrators.
5. Familiarize yourself with the district's student handbook. **DO NOT USE ANY TYPE OF PHYSICAL CONTACT TO DISCIPLINE STUDENTS.**
6. Review the teacher's substitute notes for students with allergies and/or on 504 plans.



## SUBSTITUTE SALARIES & BENEFITS

Salaries are determined each year by the Board of Education. The substitute pay period is by calendar month, and payday is on the 25th of the following month.

The substitute teacher is always to be in the classroom when the students are present.

### RATES OF PAY:

**\$150.00 full day-Teachers and Nurses**

**\$75.00 half day-Teachers and Nurses**

**\$16.00/hr. Educational Assistants/CNS/Custodial**

**(Substitutes receive no benefits)**

## LONG-TERM DAILY RATE SUBSTITUTES

The long-term daily rate of pay will begin on the first day (day one) of a substitute position which includes (15) consecutive days on the same substitute assignment. (The principal sends in a pay authorization for higher pay.)

### RATES OF PAY:

**\$200.00 full day-Teachers and Nurses**

**\$16.25/hr.-Educational Assistants/CNS/Custodial**

Long-term daily rate substitutes are not eligible for the other types of leave or benefits.

## PAYROLL INSTRUCTIONS

Use one voucher per pay period per building. Remember to list each day separately. It is extremely important to sign your pay voucher at each building/school. Payday is on the 25th of each month by direct deposit to your bank account.

## SUGGESTIONS FOR SUBSTITUTE TEACHERS

1. Develop a "survival kit" of plans and materials for use when time may be needed to study the regular teacher's plans, when the plans left by the regular teacher do not cover the entire period or in other emergency situations.
2. Be positive in reporting experiences in any school. Never "carry tales".
3. Ask for help when needed. It is a compliment to those who can help you.
4. If possible, do not rearrange or alter in any way a regular teacher's room, plans or routine.
5. Leave teacher evaluation to the building administrator.
6. Dress appropriately and be well groomed.
7. Teach as well as you know how. Your reward will come in the avoidance of stress, friendship with school staff and many return engagements.

## SOUTH DAKOTA CHILD ABUSE AND NEGLECT LAWS

26-8A-2. Abused or neglected child defined. In this chapter and chapter 26-7A, the term, abused or neglected child, means a child:

- (1) Whose parent, guardian, or custodian has abandoned the child or has subjected the child to mistreatment or abuse;
- (2) Who lacks proper parental care through the actions or omissions of the child's parent, guardian, or custodian;
- (3) Whose environment is injurious to the child's welfare;
- (4) Whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care, or any other care necessary for the child's health, guidance, or well-being;
- (5) Who is homeless, without proper care, or not domiciled with the child's parent, guardian, or custodian through no fault of the child's parent, guardian, or custodian;
- (6) Who is threatened with substantial harm;
- (7) Who has sustained emotional harm or mental injury as indicated by an injury to the child's intellectual or psychological capacity evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture;
- (8) Who is subject to sexual abuse, sexual molestation, or sexual exploitation by the child's parent, guardian, custodian, or any other person responsible for the child's care;
- (9) Who was subject to prenatal exposure to abusive use of alcohol, marijuana, or any controlled drug or substance not lawfully prescribed by a practitioner as authorized by chapters 22-42 and 34-20B; or
- (10) Whose parent, guardian, or custodian knowingly exposes the child to an environment that is being used for the manufacture, use, or distribution of methamphetamines or any other unlawfully manufactured controlled drug or substance.

26-8A-3. Persons required to report child abuse or neglected child--Intentional failure as misdemeanor. Any physician, dentist, doctor of osteopathy, chiropractor, optometrist, mental health professional or counselor, podiatrist, psychologist, religious healing practitioner, social worker, hospital intern or resident, parole or court services officer, law enforcement officer, teacher, school counselor, school official, nurse, licensed or registered child welfare provider, employee or volunteer of a domestic abuse shelter, employee or volunteer of a child advocacy organization or child welfare service provider, chemical dependency counselor, coroner, or any safety-sensitive position as defined in subdivision 23-3-64(2), who has reasonable cause to suspect that a child under the age of eighteen has been abused or neglected as defined in § 26-8A-2 shall report that information in accordance with §§ 26-8A-6, 26-8A-7, and 26-8A-8. Any person who intentionally fails to make the required report is guilty of a Class 1 misdemeanor. Any person who knows or has reason to suspect that a child has been abused or neglected as defined in § 26-8A-2 may report that information as provided in § 26-8A-8.

26-8A-5. Application of terms. As used in §§ 26-8A-3 and 26-8A-7, the terms "teacher," "school counselor," "school official," "school administrator," "school principal," and "school superintendent" apply to any person substantially performing the respective duties of any such position in a public or private school, whether accredited or unaccredited, and to any person providing instruction pursuant to § 13-27-3.

26-8A-7. Child abuse or neglect reports by school personnel--Failure as misdemeanor--Written policy required. Any person who has contact with a child through the performance of services in any public or private school, whether accredited or unaccredited, as a teacher, school nurse, school counselor, school official or administrator, or any person providing services pursuant to § 13-27-3 shall notify the school principal or school superintendent or designee of suspected abuse or neglect. The school principal or superintendent shall report the information in accordance with the provisions of § 26-8A-8. Any person who knowingly and intentionally fails to make a required report is guilty of a Class 1 misdemeanor. Each school district shall have a written policy on reporting of child abuse and neglect.

26-8A-8. Oral report of abuse or neglect--To whom made--Response report. The reports required by §§ 26-8A-3, 26-8A-6, and 26-8A-7 and by other sections of this chapter shall be made orally and immediately by telephone or otherwise to the state's attorney of the county in which the child resides or is present, to the Department of Social Services or to law enforcement officers. The mandatory reporter who witnessed the disclosure or evidence of the abuse or neglect must be available to answer questions when the initial report is made pursuant to this section. The state's attorney or law enforcement officers, upon receiving a report, shall immediately notify the Department of Social Services. Any person receiving a report of suspected child abuse or child neglect shall keep the report confidential as provided in § 26-8A-13, except as otherwise provided in chapter 26-7A or this chapter.

The person receiving a report alleging child abuse or neglect shall ask whether the reporting party desires a response report. If requested by the reporting person, the Department of Social Services or the concerned law enforcement officer shall issue within thirty days, a written acknowledgment of receipt of the report and a response stating whether the report will be investigated.

## REPORTING CHILD ABUSE

Any teacher or other school employee who suspects that a student under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to the building principal or superintendent. The principal or superintendent or designee should immediately report this information to the state's attorney; or the department of social services; or the county sheriff; or the city police. If the principal or superintendent does not confirm to the teacher or other employee within 24 hours that action has been initiated, the employee will report this information directly to the proper authorities.

The report will contain the following information: name, address, and age of student; name and address of parent or caretaker; nature and extent of injuries or description of neglect; and any other information that might help establish the cause of injuries or condition.

School employees, including administrators, will not contact the student's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the student has been abused or neglected, or to determine whether the student is in need of protection, but only to report his suspicion of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting, or from any resulting judicial proceeding, even if the suspicions are proved to be unfounded.

Any personal interview or physical inspection of the student should be conducted in a considerate, professional manner. Information or records concerning reports of suspected abuse or neglect are confidential. The release to persons other than those provided by law is punishable by a \$1,000 fine, one year in jail or both. Failure to make a report where abuse or neglect is suspected is subject to the same punishment.

Copies of this policy will be distributed by the superintendent or designee to all school employees at the beginning of each school term, and to new employees when they begin employment if at a different time than the beginning of the school term.

(ADOPTION DATE: February 28, 1983)  
(REVISION DATE: October 28, 1991)  
(REVISION DATE: January 22, 1996)  
(REVISION DATE: February 24, 1997)  
(REVISION DATE: November 9, 2004)  
(REVIEWED DATE: April 28, 2008)

## EXPOSURE CONTROL – EMPLOYEE REGULATIONS

Universal precautions shall be practiced by all school employees to eliminate or minimize exposure to human blood or other potentially infectious materials.

All human blood and other potentially infectious materials shall be treated as if known to be infectious, regardless of the perceived status of the source individual.

Employee Training – Information regarding this policy and regulation shall be provided to all school employees at the time of initial employment.

1. Hand washing: Wash hands before and after each student contact with warm water and soap and immediately after gloves are removed. In an emergency situation, if gloves are not available, wash hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids.
2. Non-latex Gloves: Wear gloves for touching blood or other body fluids, mucous membranes or non-intact skin, and for handling items or surfaces soiled with blood or body fluids. Wear gloves if hands are chapped or have cuts or abrasions on them. Change gloves after contact with each student. Any surfaces or instruments exposed to blood or other body fluids are to be cleaned with soap and water, then disinfected with:
  - A. A solution of 1:10 household bleach and water, prepared fresh daily, or
  - B. E.P.A. approved disinfectant cleaner
3. Disposal
  - A. Supplies used when providing daily first aid or personal care should be placed in a plastic lined trash can.
  - B. Any materials heavily soiled with blood products or other body fluids should be placed in a plastic bag, closed and disposed of in a second plastic bag, which is immediately sealed and taken out to the regular trash pick-up site.
  - C. Blood and other body fluids may be carefully poured down a drain connected to a sewer system.
4. Containers for Sharps: All contaminated sharps (including needles, syringes, lancets, etc.) shall be discarded in puncture resistant, leak proof containers, which are labeled with the biohazard warning. Filled containers will be sealed and collected by the District Health Office. Operational Services personnel will make arrangements for proper disposal.
5. Work Area Restrictions: Sink and workstations for food preparation must be separate from personal hygiene care areas.

## EXPOSURE CONTROL – STUDENT REGULATIONS

Universal precautions shall be practiced by all students to eliminate or minimize exposure to human blood or other potentially infectious materials. If possible, do not handle blood and other body fluids. All human blood and other potentially infectious materials shall be treated as if known to be infectious, regardless of the perceived status of the source individual.

1. Hand washing: Wash hands with warm water and soap after exposure to contamination.
2. Any surfaces or instruments exposed to blood or other body fluids are to be cleaned using approved procedures by custodial staff.

3. Use of personal items: Students should be discouraged from using each other's personal items.
4. Containers for Sharps: All contaminated sharps (including needles, syringes, lancets, etc.) shall be discarded in puncture resistant, leak proof containers, which are labeled with the biohazard warning. Filled containers will be sealed and collected by the District health Office. Operational Services personnel will make arrangements for proper disposal.
5. Work area restrictions: Sink and workstations for food preparation must be separated from personal hygiene care areas.
6. Laundry Procedures: Student's personal clothing items replaced because they are soiled with urine, feces, vomit, etc., shall be handled using universal precautions. Soiled clothing shall be bagged and sent home with the student for home care.
7. Athletics:
  - A. Non-latex gloves are to be worn when working with athletes in any situation that may involve contact with any form of human body fluids.
  - B. Athletes who have open sores or wounds must wear a protective cover to guard against transfer of blood or body fluids from person to person.
  - C. Athletes are to be provided individual drinking containers during practices and athletic events.

(ADOPTION DATE: July 21, 1995)

(REVISION DATE: November 9, 2004)

(REVISION DATE: May 27, 2008)

## HANDLING BLOOD AND OTHER BODY FLUIDS

The proper handling of blood and other body fluids is important in maintaining a clean, disease free environment. Therefore, all school employees will receive instruction when they are hired, and annually thereafter, regarding the proper handling of blood and other body fluids.

### **FOOD SERVICE WORKERS**

1. All epidemiologic and laboratory evidence indicates that bloodborne and sexually transmitted infections are not transmitted during the preparation of serving food or beverages.
2. Food service workers are to follow recommended standards and practices of good personal hygiene and food sanitation as outlined in the FOOD SERVICE SANITATION HANDBOOK.
3. Food service workers are to exercise care to avoid injury to hands when preparing food. Should such injury occur, food contaminated with blood will be destroyed.
4. Any equipment contaminated with blood or other body fluids will be cleaned with soap and water or a detergent. A disinfectant solution is to be used to wipe the area after cleaning.
5. Disposable rubber or similar impervious material gloves are to be used when cleaning any surface that has been contaminated with blood or other body fluid.
6. Proper procedure for putting on and removing gloves will be taught. After gloves are removed, hands must be thoroughly washed with soap and water.

## **CUSTODIAL STAFF**

1. Disposable rubber or similar impervious material gloves are to be used when cleaning any surface that has been contaminated with blood or other body fluid.
2. Proper procedure for putting on and removing gloves will be taught. After gloves are removed, hands must be thoroughly washed with soap and water.
3. Surfaces which may be exposed to blood or other body fluids are to be treated with a disinfectant solution (1:10 dilution of household bleach).
4. Any vomit or body fluid on carpeting is to be treated with dry deodorizer followed by hot water extraction.
5. Any potentially infective waste will be contained and transported in clearly identified heavy impervious material.
6. Athletes are to be provided individual, disposable drinking containers during practices and athletic events.
7. Wastes which cannot be flushed down the toilet may be disposed of in regular trash pickups, using a plastic liner in the trash can and a tight fitting lid.
8. Blood and other body fluids may be carefully poured down a drain connected to a sewer system.

## **TEACHERS/SECRETARIES/ADMINISTRATORS**

1. If possible, do not handle blood or other body fluids. Call custodian or school nurses.
2. If you must handle body fluids, follow procedure delineated for school staff.

## **BUS DRIVERS**

When it is necessary for the school bus driver to clean up body fluids on the bus, the materials and instructions in the school bus body fluid clean up kit shall be used. The instructions below are to assure the driver that proper precautions have been taken in the process and that the used materials are secured in the plastic bag provided.

1. Put on the disposable gloves provided before cleaning up body fluids if you have a cut or open sore on hands. A safer practice is to use the gloves even if cuts or sores are not present.
2. Use paper towels provided to pick up or soak up materials.
3. Discard items into plastic bag provided for this purpose.
4. Use alcohol to clean area either by pouring the alcohol on area or moistening paper towels with the alcohol and applying to area.
5. Discard paper towels, gloves and any other materials into plastic bag provided in the kit.
6. Wash hands with some of the alcohol and dry with paper towel, again discarding the towels in the plastic bag.
7. Tie plastic bag and dispose in acceptable container when reaching destination.
8. Notify school staff or parent, if possible, of incident.



## USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES

The school board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs. Any employee who violates this policy will be subject to disciplinary action which may include dismissal, and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute conviction for any alcohol and/or other drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction.

Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the district will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

All employees will participate in an on-going district alcohol and/or drug-free awareness program that will inform them about the dangers of alcohol and/or other drug use/abuse, this policy of maintaining an alcohol and/or other drug-free environment, available alcohol and/or other drug counseling, rehabilitation, and employee assistance programs, and the disciplinary sanctions that may be imposed upon employees for alcohol and/or other drug use/abuse violations.

The school board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.

When a staff member has consumed alcohol and/or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions, as for possession or consumption on school property.

The school board hereby commits itself to a continuing good faith effort to maintain a drug-free environment.

A copy of this policy shall be given to all employees.

(Adoption: September 10, 1990)

(Revision: September 12, 1994)

(Revision: February 28, 2005)

(Revision: January 26, 2009)



## NOTES TO THE SUBSTITUTE TEACHER

Each substitute is responsible for keeping the district advised of his/her current address and telephone number. Each substitute has reasonable assurance that he/she will perform in the same capacity in the following school year unless informed that the substitute's performance is unsatisfactory. Substitutes who are retained on the substitute list for the following year are not eligible for unemployment compensation benefits during the summer months.

Many substitutes hope to obtain a full-time position. While subbing is not a guarantee, it does provide an opportunity to demonstrate your skills and become more familiar with the district. If you are interested in full-time employment, be sure to visit our district website and submit an online application at <https://brandonvalley.tedk12.com/hire/Index.aspx>.

Visit [brandonvalleyschools.com](http://brandonvalleyschools.com) to view school district contact information and calendars.

Thank you for being a substitute in the  
Brandon Valley School District.

