

# HELENA PUBLIC SCHOOLS

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## *Substitute Handbook*

**2020-2021**



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Revised 7/30/2019

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# WELCOME TO SUBSTITUTING IN THE HELENA PUBLIC SCHOOLS

We appreciate your desire to be a substitute in the Helena Public Schools.

There are 11 Elementary Schools, 2 Middle Schools, 2 High Schools, 1 Alternative High School and several alternative programs district wide



All Helena Public Schools are *Tobacco Free Schools*

## WHEN TO CALL THE SUBSTITUTE SPECIALIST



If there is ever a question of the accuracy of a paycheck.  
If you are ever running late for a job.  
If you ever have questions, concerns or suggestions regarding substituting.  
If you want to make changes to subjects and/or schools you are willing to work.  
**We are here to help you with the job, so don't hesitate to call with questions.**

## SUB OFFICE CONTACT INFORMATION



**Sub Office : 324-2011**  
**Sub Office Hours : 6:30 am—3:00 pm Monday—Friday**  
**Email : [SubOffice@helenaschools.org](mailto:SubOffice@helenaschools.org)**

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**55 S. Rodney Street**  
**May Butler Hours: 7:30am—4:30pm Monday— Friday**

## ABSENCE MANAGEMENT

Available 24 hours a day by phone or on the website.

**1-800-942-3767**

**Website:** [www.aesonline.com](http://www.aesonline.com)

# CHAPTER 1

## OVERVIEW

### Requirements for substituting:

- ✓ Completed application (including payroll forms and direct deposit).
- ✓ A minimum of one year as a full time student from an accredited college for those teaching.
- ✓ A fingerprint criminal background investigation.
- ✓ Complete OPI Sub 101 course (unless you have a current MT teaching certificate) for those teaching.



### Requested:

- ✓ Documentation of completed Measles vaccination; this is typically performed as a child.

**NOTE:** If you cannot document that you have been vaccinated and you choose not to get the vaccine and the District has an outbreak, by order of the Lewis and Clark County Health Department you will not be allowed to work until 21 days after the last identified case of measles.

## WHAT YOU CAN EXPECT FROM THE SCHOOL DISTRICT

- ◆ Flexibility! You can set your hours and/or days of availability.
- ◆ All absences are scheduled in Absence Management, so you have a centralized place to manage your work.

## WHAT THE SCHOOL DISTRICT EXPECTS FROM YOU

- ◆ As a substitute you will assume the responsibilities and duties of the regular employee— either a teacher in the classroom, a paraprofessional or a secretary. This may include responsibilities in the lunchroom, locker room, recess duty or elsewhere in the school.
- ◆ To follow school policies just as a regular employee (i.e. wearing ID badge above waist at all times)
- ◆ Be on time for assignments—the time listed in the assignment is the time you need to be ready to work.
- ◆ Stay on campus 25 minutes after the last class is dismissed or until all students have left.
- ◆ We regard you as a professional and expect all your interaction with parents, students and staff to be conducted in a manner that reflects your professionalism.

# CHAPTER 2

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## PROFESSIONAL ETHICS

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### ◆ DRESS CODE

Your school dress significantly influences student behavior. Appropriate dress and grooming contribute to a productive learning environment.

#### DO NOT WEAR

- ◆ Shorts
- ◆ Low cut shirts/blouses
- ◆ T-shirts with logos
- ◆ Miniskirts
- ◆ Jeans with holes
- ◆ Sweat Pants

### ◆ CONFIDENTIALITY

All school records and reports should be handled with care and confidentiality. They are maintained in order to provide information on child development for the professional staff. It is essential that, as a substitute, you do not divulge any confidential information which has been received. Direct any questions to the building principal.

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## CLASSROOM MUSTS

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### ◆ CLASSROOM ETIQUETTE FOR TEACHERS AND PARAPROFESSIONALS

Classroom materials and supplies should be used with discretion, as there are many instances in which the regular teacher has planned ahead for their use. All teaching materials, library materials, audio-visual aids, etc., should be properly cared for and left in an orderly fashion.

- **DO** follow the teacher's lesson plan. (All video, movie, and social media use must be preapproved by the classroom teacher or building administrator.)
- **DO** leave the classroom in the same order as when you arrived.
- **DO** follow specific student protocol for release and supervision.
- **DO NOT** use classroom computers for any purpose other than reporting classroom attendance unless otherwise instructed by the teacher.
- **DO NOT** use personal cell phones during class time.
- **DO NOT** release a student from the classroom without permission from administration.
- **DO NOT** leave until all students are dismissed for the day or if otherwise instructed by the school or Substitute Specialist.

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## ◆ ACCIDENTS OR ILLNESS

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Upon checking in to the school, ask about emergency procedures and guidelines for handling situations involving student accidents and illnesses.

- Report all accidents or illnesses of a serious nature to a secretary, or principal. Bring the child to the health room or the office where a periodic check on him/her can be made.
- No child is to be sent home without first contacting the office and then the home. In the event of an accident, a report needs to be completed as soon as possible. Accident forms are available in the office.
- If you feel a student is ill or in need of medical attention, please send them to the health room or office with a pass. Please do not give students a phone pass to call home because of illness, they must go through the health room.
- Students requiring medication have a schedule they follow which does not occur in the middle of a class. An exception to this would be students who have asthma and may be excused to use an inhaler if they appear to be wheezing or in respiratory difficulty. Direct questions to school nurse.
- Obvious injuries or nosebleeds or vomiting may indicate an immediate exit from the class. It is a good idea to have another student accompany the affected student to the health room or office.

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## ◆ CLASSROOM DISCIPLINE

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We expect our students to treat you as a professional in the building. We want you to maintain control over the classroom at all times and work with other professionals as needed to do so.

Any disobedient student should be dealt with in the following manner:

1. The teacher (or substitute teacher) will issue a verbal warning to the student(s).
2. If negative behavior continues, send the student to the office – located in the office, a DISCIPLINARY REFERRAL FORM needs to be completed and returned to the office.
3. Stop by at your earliest convenience to confer with the office to be sure the student reported and to provide any further information if needed.

**At no time are you to have negative physical contact or administer punishment to the body of a child ranging in severity from a slap to a spanking, this is defined as corporal punishment.**



**Under no circumstances should you ever belittle or demean a student.**

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## ◆ FIELD TRIPS

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As a Substitute, you are only expected to cover duties within a school. The scope of your duties does not extend to field trips.

- ✓ Please notify the office to make arrangements for classrooms requiring Field Trip teacher coverage.



## **SAFETY & EMERGENCY PROCEDURES**

Emergencies can arise at any time and you should be prepared to handle them with a minimum of confusion. Procedures differ throughout the district, depending on whether you are serving at an elementary, middle, or high school.

### During fire, earthquake and other emergency drills

- Remain calm.
- Inform the students of the drill, while emphasizing silence and cooperation.
- Get your class roster and guide your class to the evacuation point in an orderly manner.
- Permit students to re-enter the room only upon administrative clearance.

## **STRANGERS ON OR NEAR CAMPUS**

The maintenance of a secure and safe environment is a primary responsibility of the district and site managers. The following guidelines will assist in establishing the appropriateness of a person's presence on campus.

1. All visitors should report to the office and sign in to receive a substitute pass.
  2. Should a person be on campus without checking in, or is unknown to the district employee who is observing him/her, that employee must do either of the following:
    - Politely approach and question the person as to identity and purpose. Then escort or direct this person to the office for verification and sign in. If the employee directs the person to the office, the office should be notified to expect the visitor.
- OR**
- Call the office and request that the building administrator approach and question the person, and escort this person to the office for verification and sign in.
  3. Should the person refuse or become confrontational; or if the person is obviously a threat to the safety and well-being of students and staff, in possession of a weapon, under the influence of intoxicants, or verbally or physically abusive, the following, if possible, is recommended:
    - Do not continue the confrontation, become aggressive or touch the person.
    - Contact the office and they will alert teachers that all students must be kept in the classroom and the doors locked.
    - Secure yourself and your students in a safe area.

## **FIRE DRILLS**

- Fire drills are required from time to time to acquaint students with proper exits and procedures.
- The drill is signified by the continuous ringing of the bell or an announcement over the intercom system depending on the school.



## ◆ SAFETY & LOSS CONTROL PROGRAM

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It is the intent of Helena Public Schools to provide a safe and healthy environment for all employees, students and building occupants. Each employee of this district has the right to perform his/her job in an environment free of accident and injuries.

In recognition of this District's responsibility to prevent accidents and injuries, it is the Board of Trustee's intent to develop and implement an effective safety and loss control program.

The District's objective is to provide to the best of its ability.

- ◆ AN ACCIDENT AND INJURY FREE WORK ENVIRONMENT THROUGH A HAZARD FREE WORK PLACE AND A SAFETY CONSCIOUS WORK FORCE.
- ◆ A REDUCTION IN THE COSTS ASSOCIATED WITH OCCUPATIONAL ACCIDENTS THROUGH A REDUCTION IN ACCIDENT FREQUENCY AND INJURY SEVERITY.
- ◆ ACCIDENT AND INJURY PROTECTION TO STUDENTS AND THE GENERAL PUBLIC.

The achievement of these objectives is based upon the establishment and implementation of a formal safety and loss control program which integrates safety and health measures into each job task so that safety practices, accident prevention and job performance become inseparable. The integration of job and safety can only be accomplished through the cooperative effort and participation of all administrative, certificated and classified staff.

It is imperative that all employees recognize their individual responsibility to prevent accidents and that they take all necessary precautions to do so. It is a District expectation that all employees will pro-actively devote their attention and effort towards making the safety and loss control program an integral part of their day to day work activities.

By accepting mutual responsibility to always act in the most prudent and safe manner, everyone contributes to the safety, health and well-being of the District's staff, students and visitors.

# GENERAL SAFETY RULES

## FOR ALL EMPLOYEES AND SUBSTITUTES

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**The following “general safety rules” apply to all school district employees and substitutes. It is the responsibility of each to voluntarily adhere to these rules.**

1. Comply with all District safety and health rules, safe operating procedures and all federal, state and local safety and health regulations.
2. Apply these rules and procedures to day-to-day duties and responsibilities. Report all job-related injuries or illness no matter how slight to your supervisor and promptly seek medical treatment.
3. Possession of, use of or being under the influence of alcohol or drugs while on District property or while working for the District is prohibited.
4. Possession of firearms or other lethal weapons while on District property is prohibited.
5. Do not engage in horseplay, practical jokes or other activities outside the normal course and scope of your job duties.
6. Report all identified hazards, whether unsafe conditions, actions or procedures, to your supervisor or safety committee representative immediately. If a hazard is identified that can be corrected immediately do so, or at least warn others of the hazard (i.e., water on the floor should be mopped up immediately or a wet floor sign posted until it can be mopped up.).
7. Know the proper response procedures to occurrences such as personal injuries, fire, earthquake, bomb threats, etc., and be prepared to react accordingly. This includes knowing evacuation routes, locations of fire extinguishers, first aid kits, appropriate telephone numbers and reporting procedures.
8. Use all tools and equipment for their intended use only. Do not use tools or equipment that are defective. Operate only the equipment for which you are authorized and properly trained and never operate equipment unless all guards are in place.
9. Wear appropriate clothing for your job duties. Do not wear anything which may create a hazard (i.e., loose fitting clothing or necklaces in a shop area, slick soled shoes on icy surfaces, etc.).
10. When a specific duty requires, wear all necessary personal protective equipment (i.e., eye, ear, face, hand protection or any personal equipment you are expected to wear.).
11. Read and observe all posted warnings and caution notices. Read and obey all safe operating instructions for equipment and machinery.
12. Do not do anything to jeopardize you or co-workers safety and health.
13. Never attempt to lift or push objects that may be too heavy for you.
14. Develop a safe work attitude and maintain safe work habits. Use common sense and good judgment in daily work activities. Anticipate hazards. Identify them and eliminate or control them.



# CHAPTER 3

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## AT WILL EMPLOYMENT

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### ★ INSURANCE

The district provides liability insurance coverage for all substitutes. However, some substitutes may prefer to supplement this protection with his or her own private insurance for liability.

### ★ INJURIES ON THE JOB

As a substitute of Helena Public Schools, a substitute is insured under Worker's Compensation. Any injury sustained as a substitute on school property while in the normal course of duties as a substitute should be reported immediately (to the school secretary or principal) in order to establish a record of the injury.

### ★ FEDERAL TAX WITHHOLDING

The Federal Withholding Tax is withheld from the substitute's salary according to the exemptions filed on their W-4 form. Should there be a name change, or the number of exemptions change, a new W-4 needs to be filled out and turned in to the payroll office.

### ★ SOCIAL SECURITY

Substitutes are covered by Social Security and must report their Social Security number upon applying to substitute.

### ★ TEACHER'S AND PUBLIC EMPLOYEE RETIREMENT

Substitutes have the option for participation in the Montana Teacher's Retirement System (TRS) or the Montana Public Employee Retirement System (MPREA) prior to the completion of 30 days service. Law requires that this deduction be made after the substitute has worked 30 full days within a single school year. Completion of the appropriate form is a required part of the application process.

### ★ EVALUATIONS

Substitutes are subject to evaluation. Performance in the classroom and the district is monitored. The regular employee completes a brief form that is shared with the principal and the substitute specialist. The principal reviews, adds any comments he or she might have, then submits it to the Sub Office. Substitutes may view a summary of their evaluations by calling or emailing the Sub Office to schedule an appointment to view the file. Evaluations may determine appropriate fit and fitness for duty as a whole within the district. Substitutes may not be asked to return upon poor evaluation.

## ★ SALARY



- ⇒ Paychecks are issued once a month on the 25th.
- ⇒ It is recommended that you keep a record of the hours you work. Any corrections to your hours will not be reflected until the following paycheck.
- ⇒ Hourly substitutes are paid based on hours worked (paras, secretaries, custodians).
- ⇒ A teaching work assignment that requires up to 3.5 hours constitutes a half day's wages. Work assignments greater than 3.5 hours will be paid as a full day.
- ⇒ As a substitute teacher, a copy of your teaching certificate or transcripts must be provided for your file in order for you to be paid accordingly.

## MENT

## ★ PREFERENCE LIST, EXCLUSION LIST & TERMINATION

**Substitute teachers may be placed on a preference list for a specific teacher or school. This request is made by the teacher or school's principal and not by the substitute teacher.**

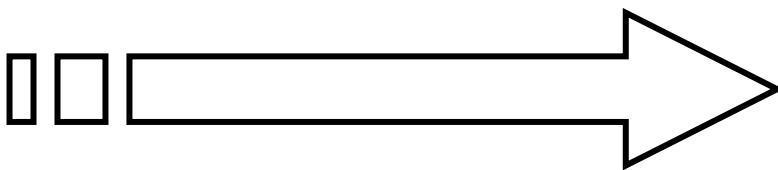
- ◇ These preferred substitutes are contacted first and have the ability to view jobs online before their peers, depending on visibility settings.
- ◇ Substitutes also have the ability to create a list of schools where they prefer to work

**Substitute teachers may be excluded from a specific classroom, excluded from a specific school or terminated from the Substitute Teacher list for any of the following reasons (not all inclusive):**

- ◇ Unsatisfactory teaching performance
- ◇ Unprofessional and/or unethical behavior
- ◇ Refusal to perform assigned duties at a school
- ◇ Violation of district/school procedures
- ◇ Excessive tardiness or 'NO SHOWS'.
- ◇ Excessive cancellation of accepted assignments
- ◇ Repeatedly declining positions that are within your selected work day schedule
- ◇ Have not responded to any assignment requests
- ◇ Inappropriate student and/or staff interaction
- ◇ Conduct not reflecting the vision and mission of the District

## ★ LONG TERM TEACHING ASSIGNMENTS

- If a teaching assignment includes more than 10 continuous days (for the same teacher), you should attend departmental and/or faculty meetings, unless excused by the principal.
- You are not expected to participate in special district workshops or in-service days when children are not in school; however, you may arrange to attend such events by seeking permission from the principal.
- If an assignment consists of 15 or more continuous days (for the same teacher), you will receive an additional \$10.00 per day for each day of that assignment.
- If a teacher is absent from their classroom for more than 35 consecutive school days, a substitute teacher who is Montana Certified will be put on contract to cover for the teacher.
- While on contract, the substitute teacher will earn a teachers wage. The amount is based on your educational background and experience.



## ★ TEMPORARY CONTRACTS

- Official transcripts need to be ordered and sent directly to the Human Resource Office from your college or universities.
- A copy of your current Montana Teaching Certificate; registered with the Lewis and Clark County Superintendent of Schools needs to be submitted to Human Resources.
- A temporary contract will be issued for the period of time of the extended assignment.



# CHAPTER 4

## ABSENCE MANAGEMENT

### THE BASICS

Absence Management allows assignment to become available the moment an employee enters an absence. The system runs checks behind the scenes to match the right substitute to the job. And allows various ways for how a substitute finds and accepts the available job.

- ✓ On the Web
- ✓ By Calling Into the System
- ✓ By Outbound Calls from the System

- ◇ Always wait for the job number. This is your confirmation that the job has been assigned to you!
- ◇ Search for jobs 24/7 online and by calling into the Absence Management system.
- ◇ Training materials are also available online.

### ACCEPTING THE JOB

Start times vary by school. Your job's start time is the time you should be at the designated school. It includes prep time prior to the start of your first class. You will need to be there so you can plan to review lesson plans and prepare for class.

- Elementary Schools begin their day at 8:30 a.m.
- Middle Schools at 8:05 a.m.
- High Schools at 7:25 a.m. (early schedule/zero period) or 8:20 a.m. (regular schedule).

Always check that assignments you accept are properly recorded in the Absence Management system. NEVER "switch" classes with another substitute teacher before getting approval from the secretary or administrator, and ALWAYS notify the Sub Clerk when any changes have been made.



Occasionally a position does not get filled before the job start time. If/when you get called for a job with this circumstance, and you would like to do the job (and could be at the school within 20 minutes), go ahead and accept the job – then call the Substitute teacher Clerk to confirm when you can be there (the clerk will notify the school for you).

→ **Note:** If an assignment begins at 8 a.m. the Substitute Teacher is expected to be in the classroom at this time regardless of whether or not this is a planning period for the absent teacher.

You should remain in the building during prep/free periods that take place during your scheduled assignment time.

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## CANCELLATIONS

If you cancel a job within 12 hours from the start of the job you will be restricted from accepting another job for that day.

**BE SURE TO CONFIRM THE CANCELLATION OR THE JOB WILL NOT GET CANCELLED.**

In the event the assignment is cancelled by the teacher, school or Sub Office you will receive a phone call and an email notification. **It is your responsibility to check for notification of assignment changes.**

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## MULTIPLE DAYS AND ITINERATE SCHEDULES

- In the event you accept a multiple day assignment, please check the date(s) and time(s) you are needed. If you are not available for the entire assignment, do not accept the assignment.
- If an employee works a varied schedule at multiple locations you will be informed of the job start time and where you should report for the assignment.

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## WHAT IS THIS ASSIGNMENT?

What is.....

- \* In a **Supplementary Assignment** you may be requested as a “floating” substitute teacher to cover for more than one teacher, or to cover as a teaching assistant or to provide extra help where needed. There will not be a teacher’s name associated with these assignments.



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## FILES ATTACHED TO ABSENCES



Absences may have files attached. Files can be attached by schools, by teacher or for individual absences. You can open and review these files after you have accepted the job.

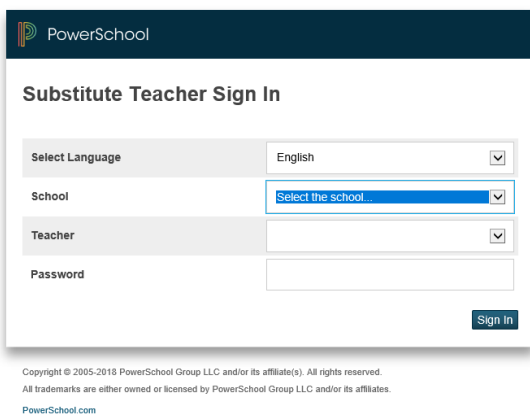
**Information that may be attached:**

- The school’s bell schedule or office procedures
- Instructions for taking attendance in PowerTeacher
- The teacher’s general class rules or specific lesson plans for the absence

## POWERTEACHER

### Taking Attendance

PowerTeacher offers a web-based portal for substitute teachers to take attendance for the class they are assigned to. You will need to sign on to the teacher's computer in the classroom with the instructions received by the Sub Clerk.



The screenshot shows the PowerSchool Substitute Teacher Sign In page. It features a dark blue header with the PowerSchool logo. Below the header, the title "Substitute Teacher Sign In" is displayed. The form contains four fields: "Select Language" (set to English), "School" (a dropdown menu with "Select the school..." selected), "Teacher" (a dropdown menu), and "Password" (a text input field). A "Sign In" button is located at the bottom right of the form. At the bottom of the page, there is a small copyright notice: "Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates. PowerSchool.com"

Once you have logged in successfully, you will see all classes available for the teacher you selected. Click on the chair icon to take attendance for a particular class.

You will see a list of students assigned to that particular class. Click the drop-down menu to select the attendance code to assign. You will select Tardy, Absent or Unverified. Students that are present will not have an entry. Once you have taken attendance, click the Submit button.

### Health Alerts

While substituting it is important to be aware of the medical needs of students. Remember to always check the Health Alerts on PowerSchool or the written Care Plans and Alerts in the Substitute Teacher folder left by the classroom teacher.

By clicking on the medical alert icon on the student name a list of medical information will be displayed. This information is confidential and should only be used as a guideline of care while in the student's classroom; if the need should arise.



*For security purposes, click the Logout button on the top-right of the window. Closing the PowerTeacher window without logging out will result in the substitute teacher account for that teacher being locked for 20 minutes!!*



# Appendix

## HELENA SCHOOL DISTRICT POLICIES

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### The following procedures apply to all schools in the Helena School District

Please take time to review this document. Questions may be referred to the Human Resource Office.

### **SUBSTITUTE TEACHER'S ARRIVAL & DEPARTURE PROCEDURE**

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1. **STOP** by Main Office to sign in when you arrive and to sign out before you leave the building.
2. Acquaint yourself with the Interdisciplinary Team teachers located near your room – they are there to assist you in finding answers to any questions which might arise during the school day.

### **GENERAL CLASSROOM RULES:**

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1. All classes will be dismissed by the ringing of a bell. No classes can be dismissed early.
2. Take roll immediately at the start of each period.

### **LEGITIMATE PASSES**

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**Any student leaving class unaccompanied by the teacher must have a pass.**

1. Make out all passes completely and please use ink.
2. Do not issue passes with more than one name on the pass and be sure both first and last names are on the pass.
3. Upon return of the student to your classroom, be sure the destination teacher or official has initialed the pass and indicated the returning time.
4. Light yellow *Office Request* slips indicate when a student should report to the office. Please follow the time indicated, unless the student is taking a test, in which case, send them as soon as possible after finishing the exam.
5. Dark red or pink *Immediate Office Request* slips are used to have students report to the office at once.
6. Again, unless there is some legitimate reason for detaining the student, send them immediately.
7. Pale green *Pass* slips are used by classroom teachers to send students to various areas of the building for legitimate purposes. The main office also issues these to send students to class from the office if the tardy bell has sounded or will likely sound before the student has the chance to arrive in class.
  - ✓ NOTE: The office will have already addressed the tardy in Power School. As a substitute teacher you will not be able to update or change the student's tardiness.
8. Goldenrod *Permit to leave the building* slips are given to students by the office to indicate that the student has an appointment and will be checking out sometime during the day. The student presents the pass to the teacher at the time of leaving and then reports to the attendance office to "sign out."

# HELENA SCHOOL DISTRICT POLICIES

( CONTINUED )

## WHEN YOU ARE ON THE JOB

The Helena School District requires you to have and wear an updated ID Badge during all teaching assignments. This makes you identifiable to school staff and students.

- ✓ Badges are obtained at the Human Resource office .
- ✓ Badges should be clearly displayed and worn at or above the waist.

## EMERGENCY EVACUATIONS

Emergency procedures have been posted in each classroom.

- ✓ During the first week of school, teachers will review general procedures for each emergency situation for High Schools and Middle Schools only.
- ✓ All other teachers will explain emergency evacuation routes for the rooms in which they teach.

Emergency drills will be run throughout the school year. Teachers are urged to follow the procedures as closely as possible, especially as they concern evacuation routes, removal/ security of class records, and attention to windows, doors, and electrical fixtures. Please check to make sure you know emergency information for the room in which you will be assigned. Evacuation routes are posted in each room in the building. Please review.

**NO ONE IS TO RE-ENTER THE BUILDING  
UNTIL A RE-ENTRY SIGNAL IS GIVEN.**

**Earthquakes:** If there is a tremor, students are asked to simply get down, put their entire body under the desks or tables and remain there until the danger is passed or until further instructions are given.

## PARKING

Parking Passes are available through the Sub Office for parking at CHS and HHS.

- ✓ The parking pass must be clearly displayed when parking on either campus.
- ✓ When working at ACCESS or ABE located at Helena College, **park in the HHS parking lot.** You will be ticketed if you park at Helena College.



# HELENA SCHOOL DISTRICT POLICIES

( CONTINUED )

## 4015 SCHOOL/COMMUNITY RELATIONS

### **Conduct on School Property**

In addition to prohibitions stated in other District policies, no person on school property shall:

- Injure or threaten to injure another person;
- Damage another's property or that of the District;
- Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- Smoke or otherwise use tobacco products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco innovation or nicotine innovation);
- Consume, possess, or distribute alcoholic beverages, illegal drugs, including medical marijuana, or possess dangerous weapons at any time;
- Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
- Use vulgar or obscene language or gestures;
- Disregard the directives of school officials or security personnel;
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
- Violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. These regulations are in effect year round, and during all District extra or co-curricular activities. District administrators will take appropriate action as circumstances warrant, up to and including recommending that the individual violating this policy be denied access to District property. If a recommendation is made to the Board to deny access to District property to an individual, that individual will be notified of date, time and place of the meeting of the Board as well as of the specific allegations to be presented to the Board.

Legal References:	§ 20-1-206, MCA	Disturbance of school
	§ 20-1-220, MCA	Use of tobacco on school property prohibited
	§ 45-8-361, MCA	Possession of a weapon in a school building
	§ 50-46-101, MCA	Montana Medical Marijuana Act
	20 USC § 7101	Safe and Drug Free Schools & Community Act

Cross References:

#### Policy History:

Adopted on:

Revised on:

10.7.2014 Policy Committee – 1<sup>st</sup> Reading

11.4.2014 Policy Committee – 2<sup>nd</sup> Reading

# HELENA SCHOOL DISTRICT POLICIES

( CONTINUED )

## 5000 Equal Employment Opportunity

The District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, age, ancestry, marital status, and physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with or without reasonable accommodation, and other legally protected categories.

The District shall not retaliate against any employee for complaining about not receiving equal employment opportunities or other unlawful discriminatory practices, participating in a proceeding regarding the denial of equal employment opportunities, or otherwise opposing discrimination.

Persons who believe they have not received equal employment opportunities or have been retaliated against should report their claims to the Superintendent through the Uniform Grievance Procedure. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws. The District reserves the right to take action against any individual who knowingly makes false accusations or knowingly provides false information.

### Legal References:

- 29 USC § 621 et seq. Age Discrimination in Employment Act
- 42 USC § 12111, et seq. Americans with Disabilities Act
- 29 USC § 206 Equal Pay Act
- 29 USC § 791 et seq. Rehabilitation Act of 1973
- 42 USC § 2000(e) et seq. Title VII of Civil Rights Act
- § 49-2-101, et seq. MCA Human Rights Act
- § 49-2-301, MCA Retaliation Prohibited
- § 49-1-102, MCA Freedom from discrimination
- § 49-2-303, MCA Discrimination in employment
- § 49-3-201, MCA et seq Governmental Code of Fair Practices

Cross References: HPS Policy: 1085 Uniform Grievance Procedure

### Policy History:

*Adopted on: 8.13.2013*

# HELENA SCHOOL DISTRICT POLICIES

( CONTINUED )

## **5005 Sexual Harassment**

The District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances. A violation of this policy may result in discipline, up to and including termination. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including termination.

Reporting procedure: Employees who believe they are being subjected to sexual harassment by anyone connected with their work should report the matter promptly to their immediate supervisor or to the first level supervisor who is not involved in the alleged harassment; or to the Helena Public School's Title IX/EEO officer.

Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

### Legal References:

- 42 USC § 2000(e) et seq. Title VII of Civil Rights Act
- § 49-2-101, et seq. MCA Human Rights Act
- § 49-1-102, MCA Freedom from discrimination
- § 49-3-201, MCA et seq Governmental Code of Fair Practices

Cross References: HPS Policy: 1085 Uniform Grievance Procedure

Policy History:

*Adopted on: 10.8.2013*

# HELENA SCHOOL DISTRICT POLICIES

( CONTINUED )

## Dealing with Harassment and Discrimination in the Helena School District #1

**Excerpt from HSD#1 Policy 4.22:** *“The policy of the Helena School District #1 is to provide students with an environment free from harassment, intimidation and bullying. HSD #1 will not tolerate harassment, intimidation, or bullying in any form at school, school-related events, school sponsored activities, school buses or any event related to school business.”... “Intimidation, bullying and harassment include:*

- 1. any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any real or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, sexual identity, culture, social origin or condition, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic: and*
- 2. acts that a reasonable person knew or should have known, under the circumstances the gesture or written or physical act (a) will have the effect of harming a student or damaging the student’s property; or (b) will place a student in reasonable fear of harm to the student’s person or damage to the student’s property; or (c) has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.”*

### **Reporting:**

“Any adult school employees, adult volunteers, district contractors or agents who witness, overhear, or receive a report, formal or informal, written or oral, of harassment, intimidation or bullying shall report it in accordance with procedures under this policy.”

For assistance or to make a report, please contact either of the following: the building administrator, or Human Resource Administrator, HSD#1 Human Resources, 324-2010.

Why do these issues matter?

- Violation of state and federal law and district policy
- Serious consequences for district, staff and students
- Impact on the community
- Denial of full education and employment benefits
- Waste of time and money
- Escalates the violence continuum
- Undermines public trust in us and our schools

### **Your Rights –**

- A respectful work and learning place
- To be free of hostility, harassment, and retaliation
- An environment that supports you doing your best

### **Your Responsibilities –**

- To recognize and name harassment and other inappropriate behaviors
- Stand up for yourselves and others
- Be a witness; don’t ignore unacceptable behavior

# HELENA SCHOOL DISTRICT POLICIES

( CONTINUED )

## 5020 Drug and Alcohol Free Workplace

All District workplaces are drug and alcohol free. All employees are prohibited from:

- Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District; and distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one that is not legally attainable, being used in a manner other than as prescribed, legally obtainable but has not been legally obtained or referenced in federal or state controlled-substance acts. For purposes of this policy, a controlled substance includes medical marijuana. Any employee must notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- Provide each employee with notice of the District drug- and alcohol-free workplace policy;
- Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs, to provide information to District employees; and
- Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee-assistance programs.

An employee who violates this policy may be subject to disciplinary action, including termination.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys monies of an employee's conviction, within ten (10) days after receiving notice of the conviction.

Legal References:

- 20 USC 7101 Safe and Drug Free Schools & Community Act
- § 50-46-101 et al., MCA Montana Medical Marijuana Act
- 10.57.601a, ARM Definition of Immoral Conduct

Cross References:

Policy History:

*Adopted on: 8.13.2013*

**Employees who violate any District policy or standards of conduct for public employees are subject to disciplinary and/or employment action which may include termination.**

# HELENA SCHOOL DISTRICT POLICIES

( CONTINUED )

## Effective Intake Interviews – Guidelines

When an individual comes to you as a trusted advisor, administrator or school district staff member, remember these guidelines for these important conversations:

### DO:

- ✓ Be a good and attentive listener.
- ✓ Let them know you take their concerns seriously.
- ✓ Stay positive and supportive, even accompanying the person to the office of the individual who is the best one to help.
- ✓ Keep policies and grievance procedures of the company available.
- ✓ Know the name, location and phone number of the EEO Officer and the district personnel office.
- ✓ Keep written documentation of your conversation!

### DON'T:

- ✓ Interrupt.
- ✓ Ask leading questions (those that can be answered with a “yes” or “no”).
- ✓ Make “chilling comments” like:
  - o *What did you do that brought this on?*
  - o *You know it's your word against theirs?*
  - o *You really can't handle this yourself?*

The GOAL is to be supportive and get enough information  
to refer or assist the person appropriately.

- Stay emotionally connected:
  - How are you doing?
  - Is something bothering you that I can help with? Tell me about it...
- Take the report seriously: This is obviously important to you. I'd be glad to listen – is now a good time?
- Be clear about harassment/inappropriate conduct: If what you're saying is true, we have policies about that...
- Ask non-leading questions: What happened then? Who else was there? What did you do then? How do you feel now?
- Referral and accompaniment: I'm not the person who can be the most helpful to you. \_\_\_\_ has been great help to lots of people who have faced these issues. Let's go to that office... I'd like to go with you, okay?



# HELENA SCHOOL DISTRICT POLICIES

( CONTINUED )

## Operational Functional Annex – Shelter-in-Place, “Soft” Lockdown, and Evacuation / Reverse Evacuation

- 1) Shelter-in-Place: there is a high probability that something (chemical or biological) outside of the building may enter the building. Anyone outside would be in danger of being harmed, and therefore should move indoors. Depending on the reason for the shelter-in-place, normal inside activities may or may not continue, and the HVAC (heating, ventilating, and air conditioning systems) may or may not be turned-off. All entry points (doors and windows) are locked and monitored. Another level of shelter-in-place is to heighten security. In heighten security situations, there is a high probability that someone with intent to cause harm may try to enter the facility, and anyone outside would be in danger of being harmed. Depending on the heighten security situation, normal activities may or may not continue inside the facility. Access to the building is through one entry point identified by administration.
- 2) “Soft” Lockdown (can also be called a “preventative” lockdown): **no weapons are involved**; however, there is something occurring or has occurred (an emergency or crisis situation) inside the facility that everyone must be kept away from; therefore, everyone is placed in lockable rooms, all interior doors are locked, and no one is allowed to leave the locked rooms until permitted by an authorized authority. Normal activities within the locked rooms will continue.
- 3) Evacuation / Reverse Evacuation: an evacuation occurs when something is occurring or may occur inside the facility, for example a fire, and everyone must be evacuated from the facility immediately. The **fire alarm is pulled** and everyone exits using the safest routes out of the facility, and then everyone will assemble at their normal fire evacuation site. A reverse evacuation occurs when something is occurring outside the facility, and the safest place to be is inside the facility. Everyone who is outside will immediately return to the facility and go to their normal locations for that time of day.

## Operational Functional Annex - Active Shooter (Evacuation and Lockdown)

- 1) An active shooter is "an individual actively engaged in killing or attempting to kill people in a confined and/or populated area" – inside or outside. In most cases, active shooters uses firearm(s), and there may or may not be a pattern or method to selecting victims. Most active shooter incidents occur at locations where the active shooter(s) finds little resistance or limited security measures to protect members of the public. After most events, active shooters (1) commit suicide, (2) are shot by police, or (3) they surrender to law enforcement.
- 2) **“YES!”** this can happen to Helena Public Schools; therefore, all staff and faculty must remain vigilant. They must have situational awareness in order to recognize the early signs of danger, to prevent an event from occurring or to reduce the effects of an event. The risk of an active shooter event occurring is extremely low, but the results of an event will be catastrophic.
- 3) If an active shooter event does occur, Helena Public Schools cannot wait for Law Enforcement to tell us what to do. This annex is about options, because doing nothing gets people killed. Staff and faculty must remember:  
**“WHEN SECONDS COUNT, LAW ENFORCEMENT HELP IS MINUTES AWAY.”**
- 4) Within Helena, and within the Helena valley, it can take up to 10 minutes or longer for Law Enforcement to respond to a school’s “911” call, and a typical active shooter event is usually over in 3-5 minutes.



**HELENA PUBLIC SCHOOLS**  
SUBSTITUTE OFFICE  
55 SOUTH RODNEY - HELENA, MT 59601  
SubOffice@helenaschools.org  
(406) 324-2011

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# Substitute

## Handbook Acknowledgement 2020-2021

I understand that the handbook for the 2020-2021 school year is located on the Helena School District website at [helenaschools.org](http://helenaschools.org) and that I must visit this website to review it.

I understand that the contents of the handbook are guidelines, not a contract or implied contract with substitutes. The contents of the Substitute Handbook may change at any time. In the event the District modifies any of the policies or procedures contained in the handbook, or on the website, the changes will become binding on me immediately upon issuance of the new policy or procedure by the District.

I understand that in the event there is a conflict between this Handbook and District policies and procedures, the policies and procedures will control.

I agree to review the Handbook and Policies of the Helena School District and I agree to act in accord with the Standards of Conduct as a condition of substituting for the Helena School District. Policies can be found on the Helena School District website: About/Board of Trustees/Policies

I understand that if I have questions or concerns at any time about the handbook or the Standards of Conduct, I will consult with the Substitute Office or the District Human Resources Office.

By signing below I consent to read the contents of this handbook and understand that I am required to review and follow the policies and procedures set forth in the Substitute Handbook and I agree to do so.

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Employee Signature

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Employee Name Printed

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Date

*Please return to the Sub Office*

## Schedules and Schools

### Elementary School Day

School Day Begins for all elementary schools.....8:30 a.m. (K-5)

Morning Recess 20 minutes (K-3)

15 minutes (4-5)

Lunch for grades K-5 To be determined by building

Afternoon Recess 20 minutes (K-3)

15 minutes (4-5)

Dismissal 3:15 p.m. (K-5)

NOTE: This is a suggested schedule. Building level modifications require consultation with staff and written approval of Central Administration.

It is recommended that all classes K-5 have a minimum 40 minute lunch period, with teachers having a 35 minute duty-free lunch period.

Modifications must satisfy 20-1-302, M.C.A.

### Middle School Day

#### C.R. Anderson Middle School

Students Report:	_____	8:05 a.m.
Student/Teacher Lunch Breaks:	_____	35 minutes—40 minute
Students Dismissed:	_____	2:50 p.m.

#### Helena Middle School

Students Report:	_____	8:05 a.m.
Student/Teacher Lunch Breaks:	_____	35 minutes—40 minutes
Students Dismissed:	_____	2:50 p.m.

### High School Day

Zero Period	_____	7:25-8:15 a.m.
Students Report regular start:	_____	8:20 a.m.
Student/Teacher Lunch Breaks:	_____	35 minutes—40 minutes
Student Dismissal for Zero Period Participants	_____	2:20 p.m.
Students Dismissed:	_____	3:15 p.m.

All Mondays are Professional Release Days for Helena School District staff. School will dismiss early every Monday. See schedule below for your school's Professional Release Schedule:

Elementary: 8:30-2:30

Middle School: 8:05-2:15

High School: 8:20-2:30 (Period 0 - 7:32 start time every Monday)

# ACCESS TO SUCCESS

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**1115 N. ROBERTS, ROOM 004**

## WHAT IS ACCESS TO SUCCESS

Access to Success is a high school diploma completion program. All coursework is provided in an adult learning environment. Eligibility requirements include: students must be at least 16 years old and meet minimum reading levels, are not currently enrolled in school and do not have a high school diploma.

## PARKING

Substitute teachers need to park along the street at the Helena College or within the HHS parking lot if they have a pass. Helena College campus parking passes will be issued to long term substitute teachers.

## FYI

- ✓ No classes are dismissed early.
- ✓ Please check in with the office staff and they will give you classroom instructions.

**Principal**

Craig Crawford



**Secretary**

447-6380

# ADULT BASIC EDUCATION

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**1115 N. ROBERTS, ROOM 117**

The purpose of Adult Learning is to provide for the literacy needs of adults in the community. The focus is on preparing students for employment and/or college readiness.

## ANNOUNCEMENTS

No announcements.

## PARKING

Substitute Teachers are welcome to park on the city streets angled around the campus. Parking on the campus property will result in a ticket. Parking permits are not issued for the college.

## FYI

- ✓ The A.B.E. Program is housed in the Helena College building, Room 117.

**Principal**

Craig Crawford



**Secretary**

447-6387

# BROADWATER

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## ANNOUNCEMENTS

Announcements are daily at 8:30.

## PARKING

Substitute Teachers are welcome to park in any available parking spaces on campus.

## FYI

- ✓ Broadwater does not use passes with students.

# 900 HOLLINS AVE

**Principal** Carrie Owen

**Nurse** 324-1148

**Secretary** 324-1122



# BRYANT

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## ANNOUNCEMENTS

Announcements are at 8:30 daily.

## PARKING

Substitute Teachers are welcome to park in any available spot on campus.

## FYI

- ✓ Downstairs you will find the facility room & staff bathrooms.
- ✓ Many teachers have personally made bathroom & office passes for use.

# 1529 BOULDER AVE.

**Principal** Trish Klock

**Nurse** 324-1208

**Secretary** 324-1177



# CAPITAL HIGH

# 100 VALLEY DRIVE

## ANNOUNCEMENTS

The student part of the daily bulletin is read over the intercom or Bruin Vision at the end of 2<sup>nd</sup> period.

## PARKING

- ✓ Parking passes are required for campus parking.
- ✓ Substitute Teachers are welcome to park in the visitor parking lot in front of the building.

## FYI

- ✓ Faculty restrooms are located on the first floor near the SRO office.
- ✓ Lunch may be purchased in the cafeteria at the Adult Price.
- ✓ When you sign in, pick up the Teacher's Blue Folder and return this folder when you sign out at the end of the day.

<b>Principal</b>	Brett Zanto
<b>Assistant Principal</b>	Walt Chancy Kathy Kidder

<b>Nurse</b>		324-2481
<b>Secretary</b>		<b>324-2471</b>

# CENTRAL AT LINCOLN CENTER

# 1325 POPLAR STREET

## ANNOUNCEMENTS

Announcements are at 8:30 daily.

## PARKING

Please park in the parking lot located at the corner of Cooke and Poplar.

## FYI

- ✓ Please check in with Mrs. George at the office upon arrival. 4th and 5th grades are located in the modular on the southwest side of the property.
- ✓ Faculty restrooms and the staff room are located in the main building across the hall from the main office.

<b>Principal</b>	John Stilson
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<b>Nurse</b>	324-1233	
<b>Secretary</b>		324-1228

# C.R. ANDERSON

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# 1200 KNIGHT STREET

## ANNOUNCEMENTS

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Announcements are daily at 2:45 p.m.

## PARKING

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Park on Knight Street.

## FYI

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- ✓ Substitute teachers are invited to use the Teacher's Lounge.
- ✓ Dial '0' in the classroom to reach the office.

Principal	Dave Thennis
Assistant Principal	J. J. Lamb

Nurse	324-2766
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Secretary	324-2758
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# EXPLORE SCHOOL (HOME SCHOOL)

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# 995 CAROUSEL WAY

## WHAT IS EXPLORE SCHOOL?

Explore School, a program partnership between Exploration Works! Science Center and Helena Public Schools for home school students ages 6-13.

Explore School provides educational choice and an alternative way to meet the needs of Helena kids and families, providing home school families in the Helena area access to rich, hands-on, inquiry-based science experiences.

<http://teachersites.schoolworld.com/webpages/>



Coordinator	Lisa Lowney
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Teacher	Cody Pate
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## PARKING

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Park in designated parking lot near Exploration Works.

# FOUR GEORGIANS

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## ANNOUNCEMENTS

Announcements are daily at 8:35.

## PARKING

Substitute Teachers may park in the lot located on the east side of the building.

## FYI

- ✓ Faculty restrooms, a teacher's lounge and workroom are located next to the main office.

# 555 W CUSTER

**Principal** Nick Radley

**Nurse** 1291

**Secretary** 1300



# HAWTHORNE

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## ANNOUNCEMENTS

Monday after the first bell rings.

## PARKING

Substitute Teachers are welcome to park in the lot or along the streets around the school. If you park along the street, look for signs indicating residence only before parking.

## FYI

- ✓ Dial '0' in the classroom to reach the office.

# 430 MADISON AVE

**Principal** Justine Alberts

**Nurse** 324-1369

**Secretary** 324-1372





# HELENA HIGH

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# 1300 BILLINGS AVE

## ANNOUNCEMENTS

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Announcements are daily at 10:05

## PARKING

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- ✓ Parking passes are required for campus parking.
- ✓ Substitute teachers are welcome to park on the east side of the gym in the first faculty lot.

## FYI

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- ✓ The faculty lounge is located in the main hall next to the Counseling Center.
- ✓ Passes are not to be issued to the Library, Study Center, other classrooms or the cafeteria. Also, please limit restroom passes to emergencies.
- ✓ Every Friday is Bengal day—You are invited to participate by wearing your Bengal gear or by sporting the school colors of burgundy and gray.

<b>Principal</b>	Steve Thennis
<b>Assistant Principal</b>	Stephanie Thennis
	Willie Schlepp

<b>Nurse</b>		2216
<b>Secretary</b>		2207

# HELENA MIDDLE

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# 1025 N. RODNEY

## ANNOUNCEMENTS

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Announcements are made during the start of 3rd period (about 10 a.m.).

## PARKING

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Substitute teachers are welcome to park in Vigilante parking or along Idaho Street.

## FYI

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- ✓ Dial '0' to reach the office.

<b>Principal</b>	Cal Boyle
<b>Assistant Principal</b>	Dawn Rowling

<b>Nurse</b>		324-1016
<b>Secretary</b>		324-1007

# JEFFERSON

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# 1023 BROADWAY

## ANNOUNCEMENTS

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Announcements are made only as needed.

## PARKING

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Substitute teachers are welcome to park in the staff parking or along the street on a first come

## FYI

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- ✓ Sign in and sign out at front office.
- ✓ Substitute teacher folders are located in the front office.
- ✓ Attendance should be submitted via PowerSchool by 8:45am.
- ✓ Request copies or needed supplies from front office.
- ✓ Staff lounge with fridge, microwave and bathroom are available for substitute teachers.

Principal Lona Carter

Nurse 324-2065

Secretary  324-2062

# JIM DARCY

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# 990 LINCOLN ROAD, W

## ANNOUNCEMENTS

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Announcements are daily at 8:45.

## PARKING

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Substitute Teachers may park in the east, paved parking lot.

## FYI

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- ✓ There is a teachers lounge and bathroom available.
- ✓ Substitute Teachers may also use the para workroom.
- ✓ Please ask for supplies or copies at the office.

Principal Brian Cummings

Nurse 324-1415

Secretary  324-1412

# KESSLER

2420 CHOTEAU AVE

## ANNOUNCEMENTS

Announcements are daily at 8:40.

## PARKING

Substitute Teachers are welcome to park in the upper parking area.

## FYI

- ✓ The staff lounge is across from the Library.
- ✓ When you sign in, you will pick up a key from the secretary. The key will need to be returned when you sign out at the end of the day.
- ✓ Attendance needs to be recorded into Power School by 8:45.
- ✓ A Substitute Teacher burgundy folder will be on the teacher's desk along with the lesson plan.
- ✓ In case of emergency evacuation, there is a clear folder with the student information inside hanging by the classroom door that you will need to take as you exit.

Principal

Lisa Lowney

Nurse

1670

Secretary



1690

# P.A.L.

815 FRONT STREET

## ANNOUNCEMENTS

There are no daily announcements but the school meets every Friday morning at 8:40.

## PARKING

Substitute Teachers are welcome to park in the school parking lot.

## FYI

- ✓ Please report to the front desk at the left of the entrance before entering the classroom.
- ✓ All school snack break is from 9:15-9:30 each morning.

Principal

Dr. Wynn Randall

Secretary



324-1630

# RAY BJORK LEARNING CENTER

1600 8TH AVENUE

## PARKING

Substitute Teachers are welcome to park in the school parking lot.

## FYI

- ✓ Please check in at the main office when entering the school.
- ✓ Special Education Preschool serves children with disabilities aged 3 to 5
- ✓ Gifted and Talented model provides a comprehensive array of services for students identified as gifted and talented (K-12)

Coordinator

Erin Maxwell

Nurse

Secretary



2919

# ROSSITER

1497 SIERRA ROAD E

## ANNOUNCEMENTS

A weekly reminder is available from the secretaries when the substitute teacher arrives .

## PARKING

Substitute teachers may park in the front lot where the busses arrive.

## FYI

- ✓ The substitute teacher should enter the building through door 1. The entrance has two benches in the breezeway.
- ✓ The substitute teacher should come to the office area to check in with the secretaries.
- ✓ The substitute teacher will receive a building key as well as the building procedures.
- ✓ The faculty bathroom is located in the office area and also across from the computer

Principal

Rex Weltz

Nurse

Secretary



324-1484

324-1481

324-1482

# SMITH

## 2320 5TH AVE

### ANNOUNCEMENTS

Typically announcements are made on Tuesday afternoons.

### PARKING

Substitute Teachers are welcome to park on the North side of the building or in the front parking lot.

### FYI

✓ There is a facility bathroom in the middle pod and a facility lounge next to the office.

**Principal** Jill Nyman

**Nurse** 1523

**Secretary** 1530



# STARBASE (FORT HARRISON)

## 1956 MT MAJO ST

STARBASE Montana offers a positive, proven approach to creating excitement and interest in Science, Technology, Engineering and Math (STEM). The program is focused on fifth grade students. This rigorous program challenges students to think like scientists, engineers, and innovators through experiments, solving real world problems and design challenges. STARBASE 2.0 is a middle school students from CRA and HMS.



**Coordinator** Lisa Lowney

**Teachers** Kaylee Nathe

**324-3727** Devon Lawson

### MAP TO CLASSROOM



#### Directions:

From Euclid take a right on Williams.

Take a left on South Ave and a right on East Ave.

# WARREN

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# 2690 YORK ROAD

## ANNOUNCEMENTS

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Typically announcements are read daily over the intercom.

## PARKING

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Substitute Teachers are welcome to park in the south parking lot.

## FYI

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✓ Faculty bathrooms are located in the staff workroom.

**Principal**

Leticia Wilkins

**Nurse**

324-1600

**Secretary**

324-1575

