

HELENA PUBLIC SCHOOLS

# Substitute Handbook

2025-2027



<https://helenaschools.org>

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# Welcome to Substituting in the Helena Public

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

There are 11 Elementary Schools, 2 High Schools, 1 Alternative High Schools & several alternative programs district wide.



**All Helena Public schools are Tobacco Free Schools**

## When to Call the Substitute Specialist



If there is a question of the accuracy of a paycheck.

If you are running late for a job.

If you have questions, concerns, or suggestions regarding substituting.

If you want to make changes to schools you are willing to substitute for.

**We are here to help, so don't hesitate to ask questions.**

## Sub Office Contact Information



Sub Office: 324-2011

Sub Office Hours: 6:30 am- 3:00pm Monday- Friday

Email: [dtolman1@helenaschools.org](mailto:dtolman1@helenaschools.org)

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# Chapter 1

## Overview

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### Requirements for Substituting:

- ✓ Completed application.
- ✓ 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 preformed 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 can you Expect from the School District

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- ❖ Flexibility! You can select your schedule and location and/or days of availability.
- ❖ All absences are scheduled, so you have a centralized place to manage your work.

## What the School District Expects from You

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- ❖ 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 regular employment (i.e. always wearing ID badge above the waist)

- ❖ **Be on time for assignments-the time listed in the assignment is the time you need to be ready to work.**
- ❖ Stay on campus until all students have left and you have the room back in the order you found it or better.
- ❖ We regard you as a professional and expect all your interactions with parents, students, and staff to be conducted in a manner that reflects your professionalism.
- ❖ You will be expected to substitute at least **two times per month**. If you will be out of town for an extended period and will not be able to complete two assignments, please let the sub office know.
- ❖ We expect you to be in good standing with all sub assignments. Teach as requested by the teacher, following through with the sub plans.

## Professional Expectations

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### Attire & Behavior

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

#### DO NOT WEAR

- |                          |                                      |
|--------------------------|--------------------------------------|
| • Shorts                 | • Miniskirts                         |
| • Low cut shirts/blouses | • Jeans with holes                   |
| • T-shirts with logos    | • Sweatpants, unless substituting PE |
- 

All interactions with students should be professional and focused on teaching and learning. Touching children carries a risk. Anyone can be accused of impropriety, unnecessary physical contact, or sexual harassment. Substitutes and staff must use good judgment to determine whether to touch students and under what conditions.

Students' ages can affect their interactions. The following should be considered when dealing with students of different ages:

- ❖ Grades K-3. It is impossible to avoid all contact with students of this age. However, it is important to use caution and attempt to keep touches to arms, back and shoulders only.
- ❖ Grades 4-9. Female students may view a touch on the shoulder or back as sexual in nature. They are extremely sensitive regarding remarks about clothing and physical appearance. Safeguard students' personal boundaries by not patting knees, putting arms

around shoulders, hands, or waist. Girls this age may be sensitive about being touched on the back over their bras.

- ❖ Grades 10-12. Very little touching is acceptable with this group. Also avoid trying to counsel students of this age, especially about sexual, personal, or romantic matters.

Some students may be comfortable with touch and want to sit in your lap or give you a full-frontal hug. As an adult and role model, you can direct that affection into a physically appropriate action like a side hug or sitting without frontal contact.

By modeling appropriate touch, you are building trust with the student and helping them understand the ways it is safe and appropriate for a non-relative adult to touch them. Below are some general guidelines regarding appropriate and inappropriate touching:

Appropriate	Inappropriate
<ul style="list-style-type: none"> <li>✓ Shoulder-to-shoulder or side hugs</li> <li>✓ Handshakes, high fives</li> <li>✓ Get permission before touching.</li> </ul>	<ul style="list-style-type: none"> <li>☒ Stroking the hair, head</li> <li>☒ Piggyback rides</li> <li>☒ Tickling, wrestling or any action that immobilizes or compromises the child's movements.</li> <li>☒ Sitting on laps</li> <li>☒ Contact with the child's private areas.</li> <li>☒ Full-frontal hugs</li> </ul>

It is essential you exercise good judgment when interacting with students. If you are working alone with students, make sure to always keep the door open and work with the student in a room with a clear, unobstructed view into your working area.

### **Good judgment also includes refraining from engaging in the following:**

- ☒ Taking a student or students on private outings.
- ☒ Initiating social activities with students.
- ☒ Engaging in social networking with students via Facebook, Snapchat, Tik Tock, Instagram, Twitter, or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries and District policies and procedures regarding social networking.
- ☒ Making a request such as, "Give me a hug," or "Come sit on my lap."
- ☒ Touching one gender differently than the other gender.

- ☒ Making sexist or sexual comments or innuendos or jokes with double meaning

## Confidential

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All school records and reports should be handled with care and confidentiality. They are maintained to provide information on child development for 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.

## Pronouns

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Pronouns are used when referring to someone in the third person, without using their name. The most common pronouns are she/her/hers, he/him/his, and they/them/theirs. Pronouns do not always correlate with a person's perceived gender. It is important to be intentional about the way we use pronouns as we all work to create an environment as inclusively as possible.

## Mandatory Reporting

## Classroom Etiquette

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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 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 unless otherwise instructed by the school or Substitute Specialist

## Classroom Discipline

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We expect our students to treat you as a professional in the building. We want you to always maintain control over the classroom 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 – 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.**

## 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 from using an in- haler if they appear to be wheezing or in respiratory difficulty. Direct questions to school nurses.
  - 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.
- 

## Chapter 2

### 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**

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

#### **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.

### Strangers on or Near Campus

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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. All visitors should report to the office

and sign in to receive a pass. Should a person be on campus who is unknown to the district employee, please 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 you direct the person to the office, the office should be notified to expect the visitor.

**OR**

- Contact the office and request that the building administrator or other district employee approach and question the person.

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:

- 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.

## District Safety Training

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**Neal Murray**, M.S. - Safety and Operations Manager [nmurray@helenaschools.org](mailto:nmurray@helenaschools.org) 406-594-0926



## General Safety

- Minimize the danger of slips, trips and falls, especially during snow and icy conditions. Wear proper footwear, plan, and make multiple trips if needed.
- Report on all safety issues to the day custodian or front office staff. We appreciate your help in fostering a safety culture.
- Do not prop exterior doors (an alarm will sound).
- Know the location of the nearest fire extinguisher.
- Know your primary and secondary exit routes. Maintenance Safety Issues
- Electrical, mechanical, slip-trip-fall, or any other hazards.
- Quickly report all safety issues to day-custodian or front office staff

## Safety and Security

- All district buildings should be locked and secure during school hours.
- The propping of exterior doors is not acceptable and will be investigated.
- Know your primary and secondary exit routes.
- Emergency Response Plan and maps are posted on clipboard in classrooms.
- Participate in practice drills at your school even when you don't have kids in your room.
- Run, Lock, Fight—Active shooter/intruder training and preparedness.
- Attend scheduled training when possible (PIR credits).
- Develop scenario-based action plans and set up classroom accordingly.
- Locked doors, barricades, alternative escapes, defensive tools.

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### **Operational Functional Annex – Shelter-in-Place, “Soft” Lockdown & 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 sheltering place is to heighten security. In heightened security situations, there is a high probability that someone with the intent to cause harm may try to enter the facility, and anyone outside would be in danger of being harmed. Depending on the heightened 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 use firearms, 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.
  
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.

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# Chapter 3

## Employment

### Insurance

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- ❖ The district provides liability insurance coverage for all substitutes. However, some substitutes may prefer to supplement this protection with their own private insurance for liability

### Injuries on the Job

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- As a substitute for Helena Public Schools, you are insured under Worker's Compensation for any injury you sustain on school property while in the normal course of duties. Injuries should be reported immediately to the school secretary or principal to establish a record of the injury

### Federal Tax Withholding

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- The Federal Withholding Tax is withheld according to the exemptions filed on the W-4 form. Should there be a name change, or the number of exemptions, a new W-4 needs to be filled out and turned into the Payroll Office.

### Teacher's & Public Employee Retirement

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- 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

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- Substitutes are subject to evaluation. Performance in the classroom and the district are 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 Human Resources Office. Substitutes may view a summary of their evaluations by calling or emailing the Human Resources Office to schedule an appointment. 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

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- You are paid 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 wage. Work assignments greater than 3.5 hours will be paid as a full day.
- As a substitute teacher, you must provide a current teaching certificate in order to be paid the certified teacher rate which is \$10 more per day than the non- certified rate.

## Preference List, Exclusions List, & Termination

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**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):**

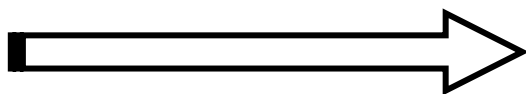
- Unsatisfactory teaching performance
- Unprofessional and/or unethical behavior

- 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 workday 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

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- 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 teacher's 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 Resources Office from your college or university.
- 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.




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# Chapter 4

## Absence & Substitute

### The Basics

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Absence Management allows assignments to become available for substitutes to accept 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 a substitute to find and accept the available assignments.

- On the Web
- By Calling Into the System
- By Outbound Calls from the System
- Using the Frontline App

Always wait for the job number. This is your confirmation that the job has been assigned to you!

Search for jobs 24/7 online, on the app and by calling into the Absence Management system.

Training materials are also available online.

### Accepting the Job

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Start times vary by school. Your start time is the time you should be at the designated school. It includes prep time prior to the start of your first class. Arrive promptly 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 Specialist when any changes have been made.



Occasionally a position does not get filled before the assigned start time. If/when you get called for a job with this circumstance and you would like to do the job, call the Substitute Specialist to confirm when you can be there (the specialist 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.

## Cancellations

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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 an email notification. **It is your responsibility to check for notification of assignment changes.**

## Multiple Days & Itinerate Schedules

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- 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.

## What is this assignment?

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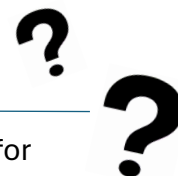


What is .....

- 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.

## Files Attached to Absences

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Absences may have files attached. Files can be attached by schools, by teachers 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 Power Teacher.
- The teacher’s general class rules or specific lesson plans for the absence.



## Taking Attendance

Power Teacher 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 Specialist.

Helena Public Schools

PowerSchool

Substitute Teacher Sign In

Select Language: English

School: Select the school

Teacher:

Password:

Sign In

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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.

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

[hsd.powerscholl.com/subs](http://hsd.powerscholl.com/subs)



## Health Concerns for Students

Any health concerns at each need you to be aware of will be in the sub notes for the day. If an issue arises, consult with the school nurse and staff.

# Appendix 1

## Helena School District Policies

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 Resources 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 attendance 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 those 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

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### When you are on the Job

- Badges are obtained at the Human Resources Office.
- Badges should be clearly displayed and worn at or above the waist.

## Emergency Evacuations

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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 desk or table and remain there until the danger is passed or until further instructions are given.

## Parking

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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

### 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 a tobacco product, vapor product or alternative nicotine product (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation)
- Consume, possess, or distribute alcoholic beverages including powdered alcohol or any alcohol innovations, 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 a 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



## **Helena School District Personal**

### **Equal Employment Opportunity and Non-Discrimination**

As required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations The District will provide equal employment opportunities and will not discriminate in its educational programs or activities, including in the area of employment, with respect to all persons, regardless of their race, color, religion, creed, national origin, sex, age, gender, sexual orientation, gender identity and expression, ancestry, marital status, military status, citizenship status, culture, social origin or condition, use of lawful products while not at work, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic if otherwise able to perform essential functions of a job with reasonable accommodations, 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.

The district will make reasonable accommodation for an individual with a disability known to the district, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the district. Covid-19 vaccine status will not be used as a basis to deny or allow equal opportunity to employment.

People who believe they have not received equal employment opportunities or have been retaliated against should report their claims to the building principal or department supervisor. Inquiries regarding sex discrimination or sexual harassment may also be directed to the District's Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education, or both. Claims of sexual harassment will be handled through the District's Title IX Sexual Harassment Grievance Procedures. Claims of disability discrimination will be handled through the District's Section 504 and ADA Grievance Procedure. All other claims will be handled through the Uniform Complaint 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.

Retaliation against an employee who has filed a discrimination complaint, testified or participated in any manner in a discrimination investigation or proceeding is prohibited.

## **Helena School District**

### **PERSONNEL**

#### **Sexual Harassment**

The district shall provide employees an employment environment free of sexual harassment as defined and otherwise prohibited by state and federal law including Title IX and its implementing regulations, in the educational programs and activities it offers, including the area of employment, volunteering and their party contractors.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the district conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

#### **Reporting**

Individuals should report claims of sexual harassment to the District's Title IX Coordinator and/or use the District's Title IX Sexual Harassment Grievance Procedures. All formal complaints about behavior that may violate this policy shall be addressed through the District's Title IX Sexual Harassment Grievance Procedures. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignment

## Helena Public Schools

### PERSONNEL

#### Bullying/Harassment/Intimidation & Hazing Prevention and Reporting

The Helena Public School District strives to provide a safe and civil working and learning environment. Bullying, harassment, intimidation between employees or by third parties, are strictly prohibited and should not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

#### Definitions

The District expressly prohibits any form of harassment, intimidation or bullying including but not limited to the following: any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, creed, national origin, gender, sexual orientation, gender identity, age, culture, social origin or condition, marital status, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic.

“Third parties” include but are not limited to students, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as School District Trustees, employees of businesses or organizations participating in cooperative work programs with the district, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

1. “Harassment, intimidation, or bullying” means any act that substantially interferes with an individual’s opportunities, work or learning performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member / third party or an interference with educational function, and that has the effect of:
  - Physically harming an individual or damaging an individual’s property; Knowingly placing an individual in reasonable fear of physical harm to the individual or damage to the individual’s property; or creating a hostile working environment.
  - Electronic communication device” means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the Internet.

### Reporting

If an employee feels that he or she has been the subject of harassment, intimidation, hazing or bullying or has witnessed or become aware of harassment, intimidation, hazing or bullying in violation of these policies, he or she should immediately report his/her concerns to the building principal or the District Administrator, who has overall responsibility for such investigations. Complaints against the building principal or other supervisors shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

All complaints about behavior that may violate this policy shall be promptly investigated. Upon receipt of the complaint alleging harassment, Human Resources will take appropriate action to prevent the alleged conduct from continuing pending completion of the investigation. All complaints of harassment will be investigated as discreetly and confidentially as possible, but the district cannot promise anonymity to any individual. Employees are required to participate fully in investigations related to harassment, intimidation and bullying. No employee will be retaliated against for making a complaint in good faith or for participating in an investigation regarding a violation of District policy.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

### Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

All staff have the responsibility of maintaining a safe environment. Further, staff have a responsibility to report incidents. Educators and school staff can help prevent harassment, intimidation, hazing or bullying by building strong relationships with students, intervening when signs of bullying are witnessed, or reported and supporting a bullying prevention climate in the school.

### Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

### Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

## Helena School District

### Tobacco Product, Drug, and Alcohol-Free Workplace

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

- Smoking or otherwise using a tobacco product, vapor product, or alternative nicotine product (tobacco includes, but is not limited to; cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco or any other tobacco or nicotine innovation) while on District premises or while performing work for the district.
- 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.

Nothing herein prohibits an employee from using a smoking cessation product on school property. Upon prior notice and approval by a building administrator, a teacher or other employee may possess a tobacco product, vapor product, or alternative nicotine product in a classroom or otherwise on school property as part of a lecture, demonstration, or educational forum concerning the risks associated with the use of a tobacco product, vapor product, alternative nicotine product.

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 money of an employee's conviction, within ten (10) days after receiving notice of the convictions.





## Montana Code Annotated 2021

### Title 20. Education

#### Chapter 7. School Instruction and Special Programs

##### Part 1. Accreditation and Curriculum

#### **20-7-133. Pledge of allegiance required -- exemption for students and teachers. (1)**

Except as provided in subsection (4), the pledge of allegiance to the flag of the United States of America must be recited in all public schools of the state and may be followed by a moment of silence.

(2) The recitation required in subsection (1) must be conducted at the beginning of the first class of each school day in kindergarten through grade 12.

(3) The recitation must be conducted:

(a) by each individual classroom teacher or the teacher's surrogate; or

(b) over the school intercom system by a faculty member or person designated by the principal.

(4) A school district shall inform all students and teachers of their right to not participate in recitation of the pledge. Any student or teacher who, for any reason, objects to participating in the pledge exercise must be excused from participation. A student or teacher who declines to participate in the pledge may engage in any alternative form of conduct so long as that conduct does not materially or substantially disrupt the work or discipline of the school.

(5) If a student or teacher declines to participate in the recitation of the pledge pursuant to this section, a school district may not for evaluation purposes include any reference to the student's or teacher's not participating.



HELENA PUBLIC SCHOOLS

SUBSTITUTE OFFICE

1325 POPLAR STREET - HELENA, MT 59601

[dtolman1@helenaschools.org](mailto:dtolman1@helenaschools.org)

(406) 324-2011

# Substitute

## HANDBOOK Acknowledgement 2023- 2024

I understand that the handbook for the 2022-2023 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 that I have 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

*You will sign this form electronically through Frontline Central*

# Appendix 2

## Schedules and Schools

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### **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.

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 minutes

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 a.m. – 8:15 a.m.

Students Report regular start: \_\_\_\_\_ 8:20 a.m.

Student/ teacher Lunch Break: \_\_\_\_\_ 35 minutes – 40 minutes

Student dismissal for zero Period Participants: \_\_\_\_\_ 2:20 p.m.

Student Dismissal: \_\_\_\_\_ 3:15 p.m.

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

**Elementary:** 8:30 - 2:30 Middle School: 8:05 - 2:05

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

# School Information:

## Broadwater Information:

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### ANNOUNCEMENTS

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- Announcements are daily at 8:30.

### PARKING

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

### FYI

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- Broadwater does not use passes with students



900 HOLLINS AVE

Principal: Kellie  
Boedecker

Nurse: 324-1148

Secretary: 324-1122

## Bryant Information:

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### ANNOUNCEMENTS

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- Announcements are at 8:30 daily.

### PARKING

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

### FYI

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- Many teachers have personally made bathroom & office passes for use



**1529 BOULDER AVE.**

Principal: Leticia Wilkins

Nurse: 324-1208

Secretary: 324-117

## Capital High

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### ANNOUNCEMENTS

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- Assistant Principal The student part of the daily bulletin is read over the intercom or Bruin Vision at the end of 2nd period.

### PARKING

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

### FYI

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- Faculty restrooms are located on the first floor near the SRO office.

- Lunch may be purchased in the cafeteria at 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.



### 100 VALLEY DRIVE

Principal: Brett Zanto

Assistant Principal: Mick Morris

Assistant Principal: Kathy Kidder

Nurse: 324-2481

Secretary: 324-2471

## Central

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### ANNOUNCEMENTS

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- Announcements are at 8:30 daily.

### PARKING

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- Please Park on the south side by the old Independent Record building.

### FYI

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- Please check in with Mrs. George at the office upon arrival.



### 402 Warren Street

Principal: Nick Radley

Nurse: 324-1233

Secretary: 324-1228



## C.R. Anderson

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### 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



**1200 Knight Street**

Principal: Kathleen Prody

Assistant Principal: Sol Jones

Assistant Principal: Erin Hunt

Nurse: 324-2766

Secretary: 324-2758

## Explore School (Home School)

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### WHAT IS EXPLORE SCHOOL?

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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/>

### PARKING

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Park in designated parking lot near Exploration Works.



**995 Carousel Way**

Coordinator: Riley Thatcher

Teacher: Cody Pate

## Four Georgians

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### ANNOUNCEMENTS

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- Announcements are daily at 8:35.

### PARKING

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

### FYI

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



**555 W Custer**

Principal: Carrie Shinkle

Nurse: 324-1291

Secretary: 324-1300

## Hawthorne

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### ANNOUNCEMENTS

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- Daily after the first bell rings.

### PARKING

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- 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

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



**430 Madison Ave**

Principal: Jesika Fisher

Nurse: 324-1369

Secretary: 324-1372

# Helena High

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## 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.



**1300 Billings Ave**

Principal: Brian Kessler

Assistant Principal: Julie TeNyenhuis

Assistant Principal: Eric Peterson

Assistant Principal: Julie Ten

Nurse: 2216

Secretary: 2207

## Helena Middle

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### 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



**1025 N. Rodney**

Principal: Cal Boyle

Assistant Principal: Erin Maxwell

Nurse: 324-1016

Secretary: 324-1007

## Jefferson

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### 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.

### FYI

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- Sign in and sign out at the 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.



**1023 Broadway**

Principal: Brice Burton

Nurse: 324-2065

Secretary: 324-2062

**Jim Darcy**

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## Jim Darcy

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### 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.

**990 LINCOLN ROAD, W**

Principal Jill Nyman

Nurse: 324-1415

Secretary: 324-1412



## Kessler

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### ANNOUNCEMENTS

---

- Announcements are daily at 8:40.

### PARKING

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

### FYI

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- Substitute teachers are welcome to park in the main parking lot off of Choteau.
- 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 PowerSchool by 8:45.
- A Substitute Teacher 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.

**2420 CHOTEAU AVE**

Principal Riley Thatcher

Nurse: 324-1670

Secretary: 324-1700



## P.A.L.

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### ANNOUNCEMENTS

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- There are no daily announcements, but the school meets every Friday morning at 8:35.

### PARKING

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- Substitute Teachers are welcome to park in the school parking lot. Please get a parking pass from the front desk at the beginning of the day and return it at the end of the day.

### FYI

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- Please report to the front desk at the left of the entrance before entering the classroom.
- All school snack break is from 12:50-1:05 each afternoon.



**815 Front Street**

Principal Matthew Carey

Secretary: 324-1630

## Rossiter

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### ANNOUNCEMENTS

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

### PARKING

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- Substitute teachers may park in the front lot where the buses arrive.

### FYI

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- 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



**1497 SIERRA ROAD E**

Principal Dr. Wynn Randall

Nurse: 324-1484, & 324-1481

Secretary: 324-1482

## Smith

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### ANNOUNCEMENTS

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- Typically, announcements are made on Tues- day afternoons.

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

### PARKING

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



**2320 5TH AVE**

Principal: Sarah Simpson

Nurse: 324-1523

Secretary: 324-1530

### FYI

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## STARBASE (FORT HARRISON)

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 student from CRA and HMS



Coordinator: Riley Thatcher

Teacher: Coburn Cumer

Teacher: Devon Lawson

Teacher: Kinsey Vavruska

Phone: 406-324-3727

### MAP TO CLASSROOM at FORT HARRISON



Directions:

From Euclid take a right on Williams.

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