

# Handbook for SUBSTITUTE TEACHERS & NURSES

2009 – 2010



WEST DES MOINES  
COMMUNITY  
S C H O O L S

## **EQUITY STATEMENT**

To provide equity for all students, it is the policy of the West Des Moines Community School District that no otherwise qualified person will be excluded from educational activities or be subjected to discrimination on the basis of race, color, creed, national origin, sex, physical or mental disability, religion, sexual orientation, gender identity or marital status.

To provide equity for all employees and applicants for employment, it is the policy of the West Des Moines Community School District not to discriminate on the basis of age, race, color, creed, national origin, sex, physical or mental disability, religion, sexual orientation or gender identity in its practices or employment policies.

# SCHOOL DIRECTORY

Substitute Caller – 633-5120  
(6:00 am – 2:30 pm)

## Elementary Schools (Grades K-6)

### Clive Elementary

633-5800  
1600 73<sup>rd</sup> Street  
Des Moines, IA 50322  
Brandon Pierce, Principal  
Susan Woodard, Secretary

### Fairmeadows Elementary

633-6500  
807 23<sup>rd</sup> Street  
West Des Moines, IA 50265  
Carol Seid, Principal  
Rhonda Neal, Secretary

### Phenix Elementary Early Childhood Center

633-6600  
415 7<sup>th</sup> Street  
West Des Moines, IA 50265  
Andrea Boyd, Principal  
Susan Oesterle, Secretary

### Crestview Elementary

633-5700  
8355 Franklin Avenue  
1020 8<sup>th</sup> Street (2009-10 school year)  
Clive, IA 50325  
John Villotti, Principal  
Lori Nicolet, Secretary

### Hillside Elementary

633-6200  
713 8<sup>th</sup> Street  
West Des Moines, IA 50265  
Dr. Robert Davis, Principal  
Janelle Duncan, Assistant Principal  
Sherri Klein, Secretary

### Western Hills Elementary

633-5900  
600 39<sup>th</sup> Street  
West Des Moines, IA 50265  
Beth Lang, Principal  
Kathryn Bullis, Secretary

### Crossroads Park Elementary

633-5600  
1050 50<sup>th</sup> Street  
West Des Moines, IA 50265  
Britt Cameron, Principal  
Lisa Newman/Barb Domek, Secretary

### Jordan Creek Elementary

633-5200  
4105 Fuller Road  
West Des Moines, IA 50265  
Dr. Nancy Moorhead, Principal  
Graham Jones, Assistant Principal  
Maggie Leo, Secretary

### Westridge Elementary

633-5400  
5500 EP True Parkway  
West Des Moines, IA 50265  
Mary Jane Stites, Principal  
Graham Jones, Assistant Principal  
Jane Knudtson, Secretary

## Junior High Schools (Grades 7 and 8)

### Indian Hills Junior High

633-4700  
9401 Indian Hills Drive  
Clive, IA 50325  
Shane Christensen, Principal  
Kerry Ketcham, Assistant Principal  
Karen Mendenhall, Secretary  
Rhonda Vredenburg, Secretary

### Stilwell Junior High

633-6000  
16<sup>th</sup> and Vine Streets  
West Des Moines, IA 50265  
Timothy Miller, Principal  
Mitchell Kuhnert, Assistant Principal  
Ann Stover, Secretary  
Karen VanOostenrijk, Secretary

## Senior High Schools (Grades 9-12)

### Valley Southwoods Freshman High School

633-4500  
625 S. 35<sup>th</sup> Street  
West Des Moines, IA 50265  
Kent Abrahamson, Principal  
Shane Scott, Assoc Prin/Team Leader  
Bryan Stearns, Assoc Prin/Team Leader  
Barbara Goetschel, Assoc Prin/Team Ldr  
Patti Bond, Secretary

### Valley High School

633-4000  
3650 Woodland Avenue  
West Des Moines, IA 50266  
Dr. Vicky Poole, Principal  
David Maxwell, Assoc Principal  
Steve Duncan, Athletic Administrator  
Rob Boley, Assoc Principal  
Aiddy Phomvisay, Assoc Principal  
Pam Wymer, Secretary

### Walnut Creek Campus

633-6400  
815 8<sup>th</sup> Street  
West Des Moines, IA 50265  
Kim Jordan, Principal  
Martha Crees, Secretary

# WELCOME

The Board of Education, administration and staff of the West Des Moines Community School District welcome you! As a substitute teacher or nurse, you play a very important part in realizing our mission of Preparing Learners for Life. This substitute handbook provides information about our schools and our expectations for your work.

We want your experiences as a substitute in our schools to be positive, meaningful and productive. Our staff is available to assist you. Enjoy your work with our students!

Dr. Lori Diebel, Director of Human Resources

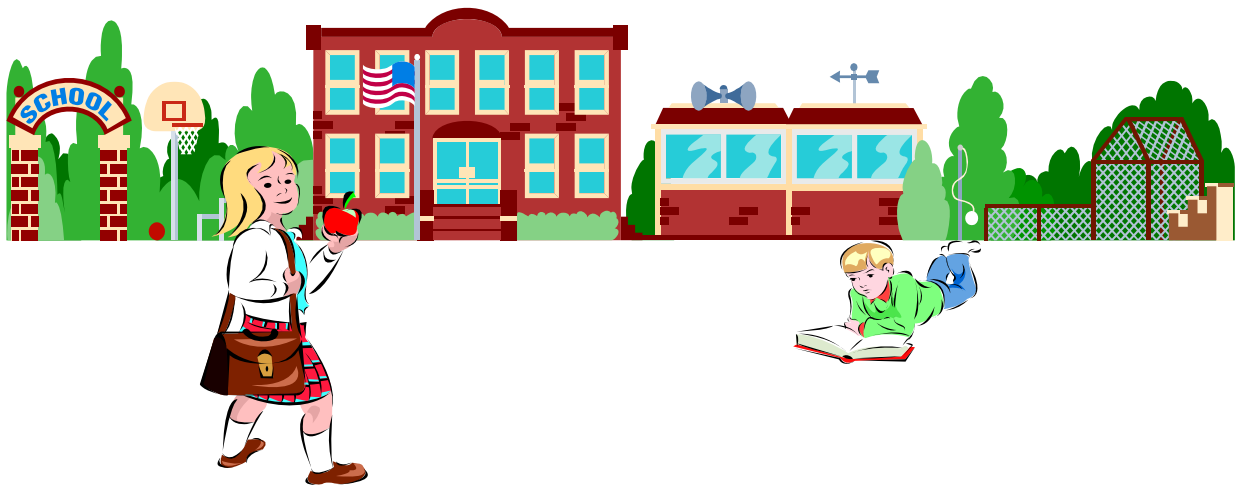
Phone: 515-633-5038

Email: [diebell@wdmcs.org](mailto:diebell@wdmcs.org)

Jackie Armstrong, Human Resources Secretary/Sub Caller

Phone: 515-633-5120

Email: [subcaller@wdmcs.org](mailto:subcaller@wdmcs.org)



# Mission Statement

Working in partnership with each family and the community, it is the mission of the district to educate responsible, lifelong learners so that each student possesses the skills, knowledge, creativity, sense of self-worth and values necessary to thrive in and contribute to a diverse and changing world.

## Guiding Principles

Continuous Improvement  
Personalized Learning  
Optimum Use of Resources  
Integration  
Diversity

## Shared Vision

The West Des Moines Community School District will be a caring community of learners that knows and lifts every child. We will inspire joy in learning. Our schools will excel at preparing each student for his or her life journey.

## District Goals

Using the Mission Statement as our foundation and the Guiding Principles to inform our actions, the district will work towards the realization of the Shared Vision by accomplishing the following goals set forth by the Board of Education:

- 1. Close the gap between present practices and the Shared Vision.** *(Originally approved by the Board of Education February 2002; reviewed and modified March 2003; reviewed February 2004, March 2005, March 2006, March 2007, and March 2008.)*
- 2. Improve student achievement through effective instructional and assessment practices.** *(Originally approved by the Board of Education January 1999; reviewed and affirmed April 2001; reviewed and modified February 2002 and March 2003; reviewed February 2004 & March 2005; reviewed and modified March 2006; reviewed March 2007 and March 2008.)*

# TABLE OF CONTENTS

Requirements To Become A Substitute -----		1
Substitute Calling Procedure -----		1
Substitute Expectations -----		2
• Board Policies		
• Classroom Plans		
• Discipline		
• Homework		
• Half-day Assignments		
• Professional Ethics		
• Refreshments		
• Safe Environment		
• Smoke-free Environment		
• Staff Meetings		
• Staff Dress		
• Student/Substitute Relationships		
• Substitute Hours		
• Supervisory Duties		
Substitute Information -----		4
• Absences/Tardiness – Students		
• Assessment		
• Discipline Policies		
• District Opportunities		
• Emergency Procedures		
• General Procedures		
• Health Services		
• Interschool Mail and Deliveries		
• Injuries on the Job		
• Long Term Substitute (LTS)		
• Medication		
• Nutrition Services		
• Personal Illness/Emergency		
• Recess (K-6)		
• Religious Beliefs		
• Student Accident Incident		
• Substitute Teacher Folder		
• Substitute/Student Rapport		
• Suggestions for Success		
• Teacher Mail/Notices		
• Technology Use		
• Telecommunications/Electronics/Networked Resources		
• Telephone Usage		
Salary & Benefits -----		10
Substitute Survey -----		11
District Map -----		12
Non-Discrimination And Equity Information -----		13
Harassment -----		16
Calendar-At-A-Glance -----		18
School Schedules -----		19

## REQUIREMENTS TO BECOME A SUBSTITUTE

To be eligible to substitute in the West Des Moines Community School District, you must have the following documents on file in Human Resources:

1. **A completed substitute application.** Forms are available from Human Resources, West Des Moines Community School District, 3550 Mills Civic Parkway, West Des Moines, IA 50265 or on our website, [www.wdmcs.org](http://www.wdmcs.org). Phone: (515) 633-5000.
2. **For teachers, a current Iowa teaching license or a substitute teaching license. For nurses, a current nursing license.** It is your responsibility to obtain and maintain a valid, current license and to file the license with Human Resources.
3. **An initial physical examination.** The physical form can be obtained from Human Resources or on our website, [www.wdmcs.org](http://www.wdmcs.org). When the care provider has completed the physical form, return it to Human Resources.
4. **A certificate of completion for the Mandatory Reporters of Child and Dependent Adult Abuse training.** Contact Human Resource for information concerning the training for Mandatory Reporters of Child Abuse and Dependent Adult Abuse. This training is required every 5 years.
5. **A certificate of completion for Hazardous Chemicals in the Workplace training** (OSHA required). For information concerning the training for Hazardous Chemicals in the Workplace please contact Human Resources.
6. **A copy of all your official transcripts.**
7. **Completed background check.** Forms are available from Human Resources, West Des Moines Community School District, 3550 Mills Civic Parkway, West Des Moines, IA 50265 or on our website, [www.wdmcs.org](http://www.wdmcs.org).

## SUBSTITUTE CALLING PROCEDURE

You can access SubFinder by phone (633-5115) or WebConnect (<http://subfinder2.wdmcs.org/webconnect>). Either connection allows you to review current assignments, screen available jobs, cancel a job, or review personal information. In order for you to be active in SubFinder, you must first register on the system. SubFinder only works using a touch-tone telephone.

### **For a substitute new to the district, the following process will occur.**

- Once your file and background check are completed, you will be given an ID number and will be eligible to substitute.
- Before you begin to work for the district, you must call 633-5076 to make an appointment with the Accounting Office at the Learning Resource Center (LRC), 3550 Mills Civic Parkway, West Des Moines, IA 50265, to complete payroll forms. You are required to have two forms of identification, one of which must be a Social Security card.

### **For a returning substitute:**

- You will use your current ID number to access SubFinder.

**Obtaining a substitute position:**

- Once you have registered on SubFinder, you can go into the system and obtain current job vacancies. Access SubFinder by calling 633-5115 or by going to WebConnect (<http://subfinder2.wdmcs.org/webconnect>).
- If you prefer to wait for a vacancy, SubFinder will call substitutes when there is a vacancy.
- The system will begin calling to fill vacancies at 4:20 p.m. and continue until 10:30 p.m. each day. The morning calls will begin at 5:20 a.m.
- You may be contacted at other times during the day if there are unexpected needs for that day.
- You have the option to accept or reject assignments when you are called. If you accept an assignment, ALWAYS wait for the job number before disconnecting or your job acceptance may not be recorded.
- If you need to cancel an assignment, you must call SubFinder or use WebConnect and follow the appropriate steps.

## **SUBSTITUTE EXPECTATIONS**

**Board Policies**

It is your responsibility to become familiar with the West Des Moines Community School's policies and procedures. The policies are found on the district's web site at [www.wdmcs.org](http://www.wdmcs.org).

**Classroom Plans**

Follow the classroom teacher's plans as closely as possible. If media materials are scheduled, check and follow the proper procedures. If the equipment does not work or is damaged, notify the teacher librarian. Unless you are given other instructions, you should correct all papers, assignments or tests, as time allows.

**Discipline**

It is the responsibility of each substitute to maintain proper discipline within his/her assignment. The most successful teachers are those who encourage and support students in improving their attitudes as well as their academic achievement. Substitutes should make the principal aware of any discipline problems before the situation reaches serious proportions. The substitute should accompany the student or notify the office before sending the student out of the classroom.

**Homework**

Do not assign homework unless the classroom teacher has left instructions for homework. However, substitutes who are to be in an assignment for a week or more may assign homework with the approval of the principal or department chairperson.

**Professional Ethics**

Confidentiality is extremely important to performing your substitute role successfully. Student situations, personnel matters or district information that you become aware of while substituting in the district should always be handled in a professional manner and kept confidential at all times.

As a substitute teacher you will observe many styles of teaching. Not all teachers deliver instruction in the same manner. The expectation is that you will make every effort to carry out the plans of the classroom teacher with as little disruption as possible to the students' learning.

**Refreshments**

Coffee, food or other refreshments should not be taken into the classroom when students are present.

### **Safe Environment**

It is the intent of the West Des Moines Community School District to provide a safe and healthy environment for students, employees and patrons. If you should encounter something that you think might be a safety concern, it is your responsibility to report it to the principal or building secretary.

### **Smoke-free Environment**

The West Des Moines Community School District and its properties are all smoke-free. No smoking or use of tobacco products is permitted in any school facility, on school grounds, or in school-owned vehicles at any time.

### **Staff Meetings**

Meeting requirements and meeting schedules will vary among the different buildings. Generally, substitutes are welcome to attend staff meetings and staff development meetings but are not required to attend. Ask the principal what expectations he/she has concerning your attendance at the specific building meeting(s). Long-term substitutes should ask the principal about his/her expectations for attendance at staff meetings and staff development meetings.

### **Staff Dress**

The leadership of the West Des Moines Education Association (WDMEA) and West Des Moines Educational Support Personnel (WDMESP), in partnership with the District Administrative Leadership Team, values the position that each staff member plays as a role model for our students. The district expectation is to dress professionally, selecting clothing that is appropriate for specific audiences and job responsibilities.

### **Student/Substitute Relationships**

Creating favorable rapport is important to becoming a successful substitute. There should be an atmosphere of mutual respect between the students and the substitute in every situation.

### **Substitute Hours**

Grade Level	Monday, Tuesday, Thursday, Friday	Wednesday
Elementary	8:15 am to 4:15 pm	7:30 am to 3:30 pm
Crestview Elementary	7:50 am to 3:50 pm	
Junior High	7:15 am to 3:15 pm	
Valley Southwoods	7:45 am to 3:45 pm	
Valley High School	7:45 am to 3:45 pm or 7:15 am to 3:15 pm (early bird)	
Walnut Creek	7:30 am to 3:30 pm	

Substitutes are to remain at the assigned building site for the full day, 8-hours. If the substitute must leave early, special arrangements must be made with the building principal.

Four hours of work constitutes a half-day assignment. If you are requested to work over 4 hours, it is considered a full day assignment.

If you are called to substitute outside the normal calling hours, you are expected to arrive at the school as soon as possible.

At the conclusion of each day or assignment, the substitute is expected to complete these tasks:

- leave a written summary of the day's activities and the work completed by the students,
- to have the students' work corrected, and
- to leave the classroom in good order.

If your assignment ends early, the principal or secretary may ask you to do other assignments after the students leave. Always check with the office secretary before leaving the building for the day.

### **Supervisory Duties**

The substitute is expected to cover all of the supervisory duties assigned to the absent classroom teacher. These duties may include hallway, playground, lunchroom or bus duty.

Remember that supervision of students in unassigned areas is the responsibility of all staff members. Each staff person should be stationed at the classroom door when students are entering or leaving, in the hallway or in the locker area. When you are assigned supervisory duties, you are responsible for the safety of the students under your care.

### **Written Summary**

Leave clear, complete notes for the teacher. Include information the teacher requested, how the students responded to the teacher's plan, comments or student questions and behavior, and any out of the ordinary occurrences.

## **SUBSTITUTE INFORMATION**

### **Absences/Tardiness - Students**

Student attendance must be taken daily. At the elementary level (K-6), attendance is recorded in the morning and in the afternoon. At the secondary level (7-12), attendance must be taken at the beginning of each class period. The procedure followed in each building will be explained by the school secretary. No student should be excused from class without written permission. The school office should be made aware of any attendance changes that occur during the day.

Any student entering the classroom after the bell will be considered tardy. All tardies should be reported to the secretary.

### **Assessment**

The Board of Education of the West Des Moines Community School District believes that assessment is a planned and integral part of instruction which guides and documents student growth in light of the district's Educational Program Goals. It is an ongoing process involving students, teachers and parent in observation, interaction and analysis. It consists of both formal and informal measures of individual and group progress.

Assessment of student performance is accomplished with multiple instruments that measure the quality of the learning process and outcomes. Included as appropriate assessment practices are such measures as: portfolios of student work, teacher observations, anecdotal records, long-term projects, student interview, writing samples, teacher-made tests, standardized norm referenced tests and criterion referenced tests. *—Board of Education Policy - West Des Moines Community School District, Code No. 505.4*

### **Discipline Policies**

You should review the following discipline policies of the West Des Moines Community School District. These are available on the district website.

- Maintenance of Orderly Conduct Code No. 502.1
- Vandalism Code No. 807
- Discipline Code No. 503.1
- The Use and/or Possession of Tobacco and Tobacco Products Code No. 502.6
- Alcoholic Beverages and Controlled Substances – Possessing, Using or Being Under the Influence of Code No. 502.7

- Alcoholic Beverages and Controlled Substances – Selling or Distributing Code No. 502.8
- Being in the Presence of a Prohibited Substance Code No. 502.81
- Search and Seizure Code No. 502.9
- Physical Contact with a Student and the Use of Reasonable Force Code No. 503.2

### **District Opportunities Available to Substitutes**

- **Staff Development.** A variety of professional development/license renewal classes are offered by the district and substitutes can participate if space is available. For information about class offerings in the spring, summer, and fall contact Sheri Ankeney (633-5064) in Teaching and Learning Services.
- **Wellness.** A variety of wellness activities are offered by the district and are open to all employees who wish to participate. For information about activities, contact Gabe Carlson (633-5016) in Community Education.
- **Employee Assistance Program (EAP).** Information about the EAP program is found in the staff workroom. The phone number for EAP is 244-6090.

### **Emergency Procedures**

Emergencies can arise at any time, and you should be prepared to handle them in an organized way. Procedures may differ depending on whether you are at one of the elementary, junior high or high school buildings. You should check with the secretary for information regarding emergency procedures and guidelines for handling situations involving a student accident and illness. It is important that you know where the emergency supply packs are kept in each classroom and the person(s) who are the first responders in the school.

Blood borne pathogens are considered dangerous. Be sure to use the gloves contained in the emergency supply pack.

At various times throughout the year, emergency drills may be conducted. Drills are preceded by a siren or an announcement over the school intercom. When a drill is announced, you should:

- Inform the students of the drill, while ensuring their silence and cooperation.
- Instruct the class to use proper procedures or go to the evacuation point in an orderly manner.
- Remain calm.
- Take the class list with you when you leave the classroom to go to a safe place so that you can take roll and account for all students.
- Only permit students to reenter the building after you have received the proper clearance to proceed.

An emergency procedures plan is posted in every classroom and provides detailed instructions for responding to catastrophic events. Please review this information.

Ask the secretary or neighboring classroom teacher for help if you have any questions concerning the emergency procedures.

### **General Procedures**

When you arrive at the building, report directly to the main office. The secretary is your contact person at the building and will direct you to your assigned area. Should your teaching or nursing duty conclude early, check with the secretary for any other responsibilities that may be part of your assignment. The expectation is that you will work the 8-hour day assignment. Be sure to complete the payroll time sheet at the end of the day.

### **Health Services**

A school nurse is scheduled to serve in each building specific days per week. Health assistants supplement the services provided by the school nurse in each building. When the nurse, health office assistant or building secretary is not available, the teacher is responsible to assist students when they have minor injuries or ailments. A student should never be sent home, due to an illness or injury, without first contacting the parents and the office.

### **Interschool Mail and Deliveries**

There is daily mail delivery service between all buildings in the West Des Moines Schools. All staff may use this service. Materials should be clearly addressed to the individual and the building before sending the mail through the interschool delivery service.

### **Injuries on the Job**

As an employee of the West Des Moines Community School District, you are covered under Workers' Compensation if you sustain an injury while you are working in the district. Any injury sustained while on school property during the normal course of duties should be addressed immediately. Report the injury to the secretary or nurse and fill out a first report form. It is important to complete the first report form before the close of the day of the occurrence. If immediate medical care is needed the nurse, principal or secretary will assist you. If you seek services other than from the district-designated doctor or facility, you may be liable for any charges incurred. Questions concerning work-related injuries should be directed to Brenda Moorehead at 633-4929. Emergencies will be handled as the need indicates.

### **Long Term Substitute (LTS)**

Any substitute can be considered for an LTS position. The principal is responsible for hiring long term substitutes. The pay for an LTS position is listed in the Salary and Benefits section, page 10.

### **Medication**

No medication, including aspirin, should be administered to students by a substitute teacher. When a student requires medication, the student should be referred to the health office so that the proper procedures can be followed. The nurse, health assistant or the principal must be advised if such the need should arise.

The substitute nurse will follow the protocol for health services.

### **Nutrition Services**

Substitutes are welcome to participate in the district's school lunch program. If you are substituting at an elementary building or at Walnut Creek Campus, you should contact the secretary to request a lunch at the beginning of the day. If you are at one of the junior high buildings, Valley Southwoods or Valley High School, you are welcome to go through the lunch line. The cost of an adult lunch is \$2.80. A la cart items are priced separately. You can purchase breakfast items before the school day at each building.

### **Personal Illness/Emergency**

If you should become ill or have a personal emergency during the time that you are working in the district, contact the secretary or principal so that arrangements can be made to assist you.

### **Recess (K-6)**

Recess is part of the elementary school day, and the students are expected to participate. A resourceful teacher can generally find a better way of handling a discipline situation other than to deprive a student of recess as punishment or to complete assignments. A written request

from parents asking that a child be excused from recess should state the nature of the illness which keeps the child from going out to recess. Although written notes from parents should be honored, the teacher should consult with the principal and/or nurse to make sure that they are aware of the request.

### **Religious Beliefs**

The school will honor all requests that students make for not taking part in a school activity which may be contrary to religious conviction. It is the duty of the school to protect a pupil in this situation from possible taunts and criticism from classmates.

### **Student Accident Incident**

Injury to a student should be promptly reported to the building principal or secretary and proper medical assistance should be administered.

### **Substitute Teacher Folder**

The classroom teacher is responsible for leaving plans and providing directions for the substitute teacher. The following information may be included in the substitute folder, when appropriate:

- Up-to-date seating chart and/or student name tags
- Daily lesson plans
- Instructional groups of students
- Playground supervision schedule
- Special classes (reading, speech, etc.)
- Student health needs
- Technology expectations
- Building emergency code/crisis information
- Current homeroom list of students
- Special subject schedules
- Lunch schedule
- Students needing special help
- People who will help (principal, classroom teacher, students, secretary, etc.)
- Behavioral expectations (and applicable management strategies)

### **Substitute/Student Rapport**

Following are some suggestions that may help you establish good classroom routines and provide effective learning situations.

- Expect appropriate student behavior. Students will respond to what is expected of them. A positive approach is worth more than many negative rules.
- Avoid setting unrealistic expectations that cannot be met.
- Have instructional materials ready. Be organized when the students come into the classroom.
- Be aware of the attention span of the students. Know when and how often to change activities to maintain maximum effectiveness.
- Never leave the students unattended, except in the case of an emergency situation.
- Model a caring concern and respect for each student.
- Be aware of special approaches to discipline at certain grade levels or schools. Corporal punishment is never allowed.
- Direct questions concerning discipline to the principal or assistant principal in the building. Substitutes should only contact parents under advisement of the principal.
- Common sense should prevail when administering all rules and guidelines.

## **Suggestions for Success**

Before the students arrive:

- Check the teacher's mailbox for messages or appointments. Ask the school secretary to cancel any parent appointments. All other information from the mail box should be kept together for the teacher when he/she returns.
- Familiarize yourself with the building, especially the location of the office, media center, cafeteria and staff workroom.
- Check the daily schedule for your specific assignment. You will, of course, refer to this throughout the day, so it is very helpful to take a few minutes to gain an understanding of the day's activities prior to the students arriving at school. Check to see what special activities are scheduled for your students. The more familiar you are with the schedule, the better your class control will be.
- Read the daily planning or schedule book. This will help you to know what you are to teach. As you locate textbooks and workbooks, add markers to the pages that are indicated. It will help you as you proceed through the day. If videos are scheduled, check the procedure that is used. Organize materials so they are easily accessible. Remember that the students are familiar with the established routine of the regular teacher, so if you appear indecisive or insecure, class control can become difficult.
- If the lesson plans are unavailable, concentrate on subjects you know and can handle well, particularly reading, math and writing. If lesson plans are not available, be sure that you indicate this information on the Substitute Survey that you will complete at the end of your assignment and turn in to the secretary.
- Write your name on the board. Students should learn to pronounce your name when you meet the class for the first time. You are a person, you are their teacher for the day. You are not "just the substitute".
- Review the seating plan. You can't be expected to learn the names of all of the students in a short period of time. However, if you are familiar with their names, it will be very helpful for you. A suggestion might be to pinpoint the location of a few students, who will serve as anchors for your name association as the day goes on.
- You may want to introduce yourself to the teachers in the classrooms nearby.
- You are now ready for the day. Take a moment to relax, and enjoy your day of substituting.

After the students arrive:

- Introduce yourself to the class and explain your expectations for the day. You may want to discuss the fact that you may do some things differently than their regular classroom teacher; however, emphasize that you will be following the lesson that the teacher has planned for the day.
- Make announcements and go over the schedule with the class as necessary.
- If appropriate, review the teacher's rules with the class. (This information should be in the substitute folder).
- Explain any additions or changes that may occur during the day. Students respond well when you use positive reinforcement to enhance their learning. Remember that when you are comfortable with the teaching situation, your students will respond much better, more learning will take place, and the day will be much more productive.
- In the elementary, junior high and freshman high school classrooms, you should have a substitute folder. The lesson plan book, the daily schedule, attendance procedures, manuals and other pertinent information should be included. At Valley High School, you will receive specific information from the department chairperson or designee, whose name you will receive from Pam Wymer, the principal's secretary. At Walnut Creek Campus you will receive the substitute folder from the secretary.

At the end of the day:

- Leave written information concerning the work completed and any unusual situations which have arisen during the absence of the teacher on the teacher's desk. This is very important for the substitute to do in order for the teacher to know what has been accomplished. Teachers truly appreciate notes highlighting successful experiences with a class or individual student(s).
- Make sure all materials are stored properly and the room is empty of students before you leave the classroom.
- Remember to turn off lights, shut down the computer(s) and close the door.
- Return the completed Substitute Survey to the secretary. The district is interested in your ideas. Please feel free to discuss any suggestions or concerns with the principal.
- Check with the secretary before leaving the building to see if you will be needed the next day. Complete your time sheet and have the secretary or principal sign it.

### **Teacher Mail/Notices**

All teachers and nurses have been assigned a mailbox in the office at each building. This is the place where school notices are posted. It is the responsibility of the substitute to check the teacher or nurse's mailbox before school, at lunch and before leaving the building at the end of the day. Do not send a student to check mail.

### **Technology Use**

The West Des Moines Community School's philosophy about computer and technology use is driven by the desire to integrate the computer into the student's educational experiences. The district will provide an educational climate that encourages the appropriate use of computers and other technologies by students and staff in all instructional areas.

- Teachers will use technology as an integral part of their instruction.
- Students will make use of technology to access, manipulate and communicate information.
- Computers should only be used for instructional purposes during the school day.

### **Telecommunications/Electronic/Networked Information Resources**

Board policies 605.8 and 605.9 provide details regarding the requirements for staff members and/or students to access to district telecommunication resources. Be sure to read these Board policies.

### **Telephone Usage**

Cell phones should be turned off during the school day. However, if you are at lunch or in a situation where the students are not under your supervision, you can use your cell phone as appropriate.

If it is necessary to make a long distance call from a school phone, you must use a calling card or call collect.

When telephone calls come for a substitute teacher, the building secretary will check on your availability, and may either transfer the call directly to the classroom or take a written message. In the event you should receive an emergency call or long distance call, every effort will be made to locate you promptly.

Students know that the school telephones are for school business. Only in an emergency situation should a student be permitted to use the telephone in the classroom. Students are to use the telephone in the elementary offices for approved calls. There are specific phones for students to use at all of the secondary buildings.

# SALARY & BENEFITS

## Teacher & Nurse Substitute

Daily	\$124/day
Minimum	\$62/day
Extended (same assignment) 16 <sup>th</sup> day, retroactive to 1 <sup>st</sup> day	\$175/day

Substitute teachers and nurses are not entitled to and shall not receive a continuing employment contract pursuant to Iowa Code Section 279.15.

### Payroll Information

You must complete the federal and state withholding tax forms in the Accounting Office at the Learning Resource Center prior to receiving a payroll check. You will need to submit your timesheet twice a month to Human Resources. For jobs worked the 1<sup>st</sup> through the 15<sup>th</sup>, turn in your timesheet by the 20<sup>th</sup>. For jobs worked the 16<sup>th</sup> through the end of the month, turn in your timesheet by the 5<sup>th</sup>. Do not hold your timesheet till the next pay period.

CHECK DATE	FOR DATES
9/4/09	8/1 – 8/15
9/18/09	8/16 – 8/31
10/5/09	9/1 – 9/15
10/20/09	9/16 – 9/30
11/5/09	10/1 – 10/15
11/20/09	10/16 – 10/31
12/4/09	11/1 – 11/15
12/18/09	11/16 – 11/31
1/5/10	12/1 – 12/15
1/20/10	12/16 – 12/31

CHECK DATE	FOR DATES
2/5/10	1/1 – 1/15
2/19/10	1/16 – 1/31
3/5/10	2/1 – 2/15
3/19/10	2/16 – 2/28
4/5/10	3/1 – 3/15
4/20/10	3/16 – 3/31
5/5/10	4/1 – 4/15
5/20/10	4/16 – 4/30
6/4/10	5/1 – 5/15
6/18/10	5/16 – 6/2

### Withholdings from Pay

Per the law, federal and state taxes and the employee's social security payments are withheld from each paycheck. After an employee earns \$1,000 dollars for two consecutive quarters, the Iowa Public Employees Retirement System (IPERS) also withholds 4.30% from each paycheck. You can apply for a refund if you discontinue working for the West Des Moines Community School District and do not work for another IPERS employer.

### Benefits

Substitute teachers are covered by the district's liability insurance and by workers' compensation. In addition, the district contributes 6.65% of wages earned by each substitute towards retirement under IPERS guidelines.

For teachers and nurses who substitute more than a full semester in the same assignment, the following fringe benefits will be included:

- 50% of single hospital/major medical
- 3 paid days leave for death in immediate family
- \$5000 term life insurance
- 3 paid days leave for critical illness in the immediate family or critical business/emergency
- 5 paid sick leave days

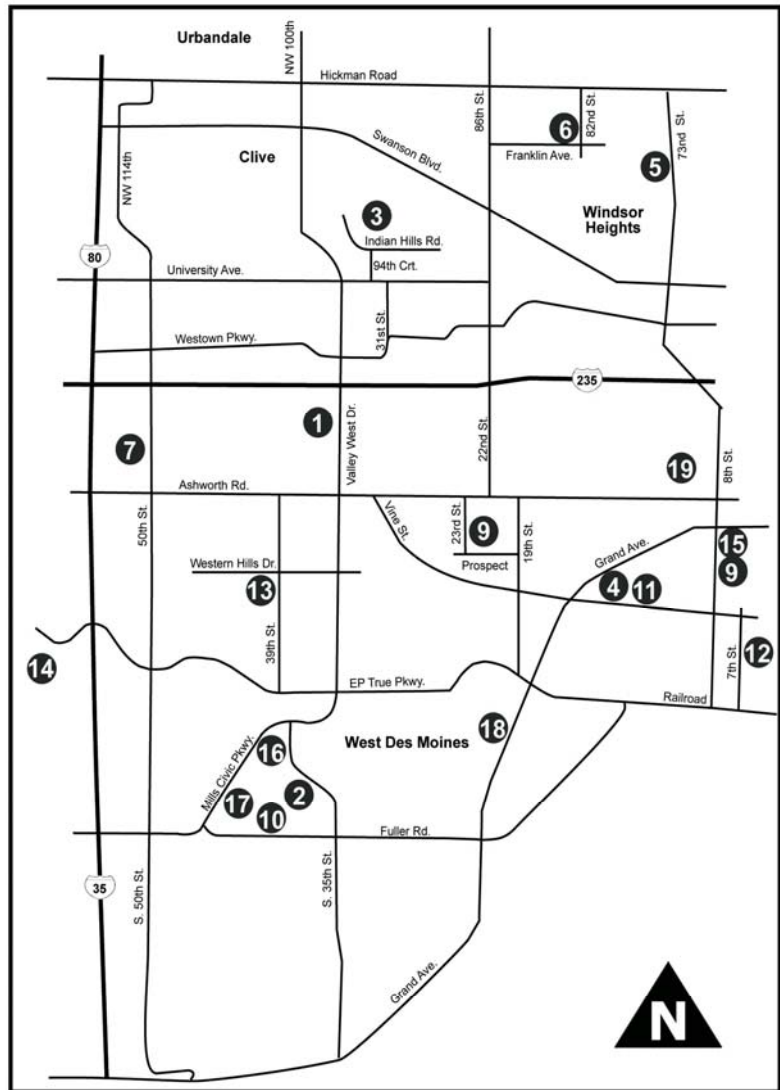


# West Des Moines Community Schools

Preparing Learners  
for Life



1. **Valley High School**  
3650 Woodland Ave., WDM
2. **Valley Southwoods Freshman High School**  
625 S. 35th St., WDM
3. **Indian Hills Junior High**  
9401 Indian Hills Drive, Clive
4. **Stilwell Junior High**  
1601 Vine St., WDM
5. **Clive Elementary**  
1600-73rd St., Windsor Heights
6. **Crestview Elementary**  
8355 Franklin Ave., Clive
7. **Crossroads Park Elementary**  
1050-50th St., WDM
8. **Fairmeadows Elementary**  
807-23rd St., WDM
9. **Hillside Elementary**  
713 Eighth St., WDM
10. **Jordan Creek Elementary**  
4105 Fuller Road, WDM
11. **Rex Mathes Elementary**  
(now houses Teen Center)  
1401 Vine St., WDM
12. **Phenix Early Childhood Center**  
415 Seventh St., WDM
13. **Western Hills Elementary**  
600-39th St., WDM
14. **Westridge Elementary**  
5500 EP True Pkwy., WDM
15. **Walnut Creek Campus**  
815 Eighth St., WDM
16. **Learning Resource Center**  
3550 Mills Civic Pkwy., WDM
17. **Valley Stadium**  
4440 Mills Civic Pkwy., WDM
18. **Operations Center/  
Transportation Center**  
2102 Delavan Dr., WDM
19. **Former Clegg Park Elementary**  
1020 Eight St., WDM  
(now used as a swing school – will house Crestview Elementary for the 2009-10 school year)



# NON-DISCRIMINATION AND EQUITY INFORMATION

## Equity Coordinators

The following personnel have been appointed to serve in equity coordinator capacities in the West Des Moines Community School District. Concerns regarding compliance with any of the equity policies outlined below shall be directed to the appropriate coordinator.

**Lisa Remy**

**Equity Coordinator**

Associate Superintendent of Human Resources  
Learning Resource Center  
3550 Mills Civic Parkway  
West Des Moines, IA 50265-5556  
Phone (515) 633-5037

**Janelle Duncan**

**Affirmative Action/EEO Coordinator**

Assistant Director of Human Resources  
Learning Resource Center  
3550 Mills Civic Parkway  
West Des Moines, IA 50265-5556  
Phone (515) 633-5036

**Dr. Nancy Moorhead**

**Coordinator for Section 504 of the Vocational Rehabilitation Act of 1973 (Special Education)**

Principal, Jordan Creek Elementary School  
4105 Fuller Road  
West Des Moines, IA 50265-5318  
Phone (515) 633-5200

**Dr. Donna Wilkin**

**Multi-Culture Gender Fair Coordinator**

Associate Superintendent of Teaching and Learning Services  
Learning Resource Center  
3550 Mills Civic Parkway  
West Des Moines, IA 50265-5556  
wilkind@wdmcs.org

## Equity Statement

To provide equity for all students, it is the policy of the West Des Moines Community School District that no otherwise qualified person will be excluded from educational activities or be subjected to discrimination on the basis of race, color, creed, national origin, sex, physical or mental disability, religion, sexual orientation, gender identity or marital status.

To provide equity for all employees and applicants for employment, it is the policy of the West Des Moines Community School District not to discriminate on the basis of age, race, color, creed, national origin, sex, physical or mental disability, religion, sexual orientation or gender identity in its practices or employment policies.

Further, the Board affirms the right of all persons to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment, thereby meeting the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973 and the Code of Iowa.

The curriculum content and instructional materials reflect the cultural and racial diversity present in the United States, and the variety of careers, roles and lifestyles open to women as well as

men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and physical disability.

The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Any concerns regarding compliance with the district's Equity Statement may be directed to Lisa Remy , WDMCSD Learning Resource Center, 3550 Mills Civic Parkway, West Des Moines, Iowa 50265; to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the Chicago Office for Civil Rights, U.S. Department of Education, Chicago, Illinois.

### **Affirmative Action - Equal Employment Opportunity (Policy 401.1)**

The goal of the Board of Education of the West Des Moines Community School District is to provide fair and equal opportunity for employment, promotion, wages, benefits and all other privileges, terms and conditions of employment. The district will affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where the representative groups are underrepresented.

Further, it shall be the policy not to discriminate against nor to uphold preferential treatment toward any employee or applicant on the basis of age, race, color, creed, national origin, sex, religion, sexual orientation, gender identity, or physical or mental disability. (Adherence to bona fide occupational/ educational qualifications will not be interpreted as discriminatory.)

Prior to a final approval of employment for any regular position whether part or full-time, the school district will perform a criminal background check.

Employees, students and parents will be reminded annually of the district's written statement in appropriate publications such as calendar, handbooks, newsletters, newspapers or educational brochures.

Inquiries or grievances related to this policy may be directed to: Equity Coordinator, Lisa Remy Associate Superintendent of Human Resources or Affirmative Action/EEO Coordinator, Janelle Duncan, Assistant Director of Human Resources, 3550 Mills Civic Parkway, West Des Moines, IA 50265, (515) 633-5000. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 111 N. Canal St., Suite 1053, Chicago, Illinois 60606-7204 (319-886-8434) or the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, Iowa, 50309, (515)-281-4121). This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's Office of Human Resources.

### **Equity Grievance Procedure (Policy 402.10)**

Employees and applicants for employment in the district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

LEVEL 1: The employee or patron will first discuss the complaint with the person(s) (INFORMAL) involved with the objective of resolving the matter informally.

**LEVEL 2:** If the complaint is not resolved at Level 1, the grievant may pursue the grievance (FORMAL) by filing a written complaint. The grievance form may be obtained from the immediate supervisor or building principal. The written complaint must be filed with the immediate supervisor or building principal within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of the occurrence. An investigation of the complaint will be completed and a written response from the immediate supervisor or building principal will be sent to the grievant within fifteen (15) working days after receipt of the complaint. A copy of the complaint and supervisor's response will be filed with Human Resources.

**LEVEL 3:** If the complaint is not resolved at Level 2, the grievant may present a copy (FORMAL) of the form and a written appeal to the Director of Human Resources within ten (10) working days after receiving the response from the immediate supervisor or building principal.

An investigation of the complaint will be completed by the Director of Human Resources and an attempt will be made to resolve it. A written report will be sent to the grievant within fifteen (15) working days after receipt of the appeal.

If the complaint is not resolved at Level 3, the grievant has the right to file a formal complaint with one of the following:

U.S. Equal Employment Opportunities Commission (EEOC)  
1801 L St., NW  
Washington, DC 20507

-or- Iowa Civil Rights Commission by calling (515) 281-4121 or toll free (800) 457-4416  
-or- EEOC Field Office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820

The complaint must be filed within 180 calendar days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of the occurrence.

### **Equal Educational Opportunities: Prohibition of Discrimination, Harassment and Bullying Toward Students**

The West Des Moines Community School District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. See Board Policy 502.2 -- Equal Educational Opportunities: Prohibition Of Discrimination, Harassment And Bullying Toward Students

Harassment and bullying may include any electronic, written or verbal communication and/or any physical act or conduct toward a students that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment.

- An objectively hostile school environment is created by an act that:
  - Places the student in reasonable fear of harm to the student's person or property;  
or
  - Has a substantially detrimental effect on the student's physical or mental health;  
or...
  - Has the effect of substantially interfering with the student's academic performance;  
or
  - Has the effect of substantially interfering with the student's ability to participate in or benefit from a school's services, activities or privileges.

“Electronic bullying” includes but is not limited to communication via electronic mail, Internet, pagers, cell phones and text messaging. This is often referred to as “Cyber-bullying”

Bullying may be based upon a trait or characteristic of the student including, but not limited to age, race, color, creed, national origin, sex, physical or mental ability or disability, religion, sexual orientation, gender identity, marital status, physical attributes, ancestry, political party preference, political belief, socio-economic status or familial status.

Any person who is aware of harassment or bullying may file a written complaint or report the conduct to a building teacher, counselor or administrator.

IMMUNITY: School employees, volunteers, students, and students’ parents or guardians are protected from civil or criminal liability if they reported in good faith.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness or individual with reliable information about an act of harassment or bullying.

Formal written complaints will be investigated by the school administration.

#### **Harassment of Employees (Policy 402.6)**

Harassment of employees will not be tolerated in the West Des Moines Community School District. The school district includes school district facilities, school district premises and non-school property if the employee is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment within the meaning of this policy includes conduct directed at an individual or group because of his, her or their age, race, color, creed, national origin, sex, physical or mental disability, religion, sexual orientation, or gender identity. Harassment may take the form of, but is not limited to, jokes, stories, pictures, comments or other actions that are annoying, abusive or otherwise demeaning in nature, provided the conduct is sufficiently severe, persistent or pervasive to create a hostile educational or employment environment. Harassment by Board members, administrators, employees, parents, students, vendors and others having business or other contact with the West Des Moines Community School District is prohibited.

Employees whose behavior is found to be in violation of this policy will be subject to an investigation procedure which may result in discipline, up to and including, discharge or other appropriate action including the filing of a complaint against the employee with the Department of Education or State Board of Educational Examiners. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board of Education.

Sexual harassment of employee against employee, will be defined as including, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical 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 or education;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual or

3. such conduct is sufficiently severe, persistent or pervasive that it unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment or educational environment.

Employees who believe they have suffered harassment will report such matters to the Office of Human Resources, which will advise them of the district's processes for investigating such complaints. However, claims regarding harassment may also be reported to the Associate Superintendent of Teaching & Learning or the Chief Financial Officer who shall be the alternate investigator for harassment complaints. The West Des Moines Community School District recognizes an employee's right to complain about conduct they feel is harassing in nature and will not take any adverse action against any employee for filing a complaint pursuant to this policy.

It will be the responsibility of the superintendent, in conjunction with the investigator, to develop administrative rules regarding this policy, including training and education of employees.

#### Level One Investigators

If any employee of the West Des Moines Community School District believes that they have been the victim of physical abuse, sexual abuse or harassment by any employee or student of the school district, they have the option of filing a complaint about the incident with either the building administrator or the district's level one investigators.

These investigators are:

Level One:

Office of Human Resources  
Lisa Remy  
Associate Superintendent  
633-5037

Lori Diebel  
Director of Human Resources  
633-5038

## 2009-2010 calendar-At-A-Glance

Aug. 20	School begins
Sept. 7	Labor Day – no school
Oct . 12	Staff development – No school
Nov. 25-27	Thanksgiving holiday – No school
Dec. 21-Jan. 1	Winter break
Jan. 18	Staff work day – No school.
Feb. 19	Staff development – No school
March 12	No school
Mar. 15-19	Spring break
April 23	Collaboration/Building Goals – No school
May 31	Memorial Day – No school
June 2	Last day for students

Note: Collaboration starts the first Wednesday of the school year (August 26, 2009) and will be held each Wednesday thereafter. Any student day or staff contract day missed will be made up after June 2.

## School Schedules

Collaboration starts the first Wednesday of the school year (8/26/09) and will be held each Wednesday.

**VALLEY HIGH SCHOOL: 8:20 AM - 3:20 PM**  
**Tuesday: Block with Resource 2:56 - 3:20 PM    Wednesday: Block with Collaboration 2:35 - 3:20 PM**  
**Student Contact Time: 31 hours and 45 minutes per week    Teacher Workday: 7:45 AM - 3:45 PM**

<u>Monday, Thursday and Friday</u>	<u>Tuesday: Block with Resource</u>	<u>Wednesday: Block with Collaboration</u>
Period 0    7:30 - 8:14	Period 0    7:30 - 8:14	Period 0    7:30 - 8:14
Period 1    8:20 - 9:04	Period 1    8:20 - 9:39	Period 2    8:20 - 9:39
Period 2    9:09 - 9:53	Advisory    9:44 - 9:59	Advisory    9:44 - 9:54
Period 3    9:58 - 10:42	Periods 3,    10:04 - 1:17	Periods 4,    9:59 - 1:12
Periods 4,    10:47 - 12:53	5 & Lunch	6 & Lunch
5 & Lunch (see below)	SSR            1:22 - 1:32	Period 8       1:17 - 2:35
Period 6    12:58 - 1:42	Period 7       1:37 - 2:56	Collaboration 2:35 - 3:20
Period 7    1:47 - 2:31	Resource       2:56 - 3:20	
Period 8    2:36 - 3:20		
<u>Regular Lunch Schedule</u>	<u>Resource &amp; Collaboration Lunch Schedules</u>	
A Lunch    10:45 - 11:15	<u>Tuesday</u>	<u>Wednesday</u>
B Lunch    11:10 - 11:40	A Lunch    11:23 - 11:53	11:18 - 11:48
C Lunch    11:36 - 12:06	B Lunch    11:45 - 12:15	11:45 - 12:15
D Lunch    11:59 - 12:29	C Lunch    12:15 - 12:45	12:10 - 12:40
E Lunch    12:23 - 12:53	D Lunch    12:47 - 1:17	12:42 - 1:12

**WALNUT CREEK CAMPUS: 9:35 AM - 3:10 PM    Collaboration: 2:25 PM**  
**Student Contact Time: 25 hours and 7 minutes per week    Teacher Workday: 7:30 AM - 3:30 PM**

<u>Regular Schedule</u>				<u>Collaboration Schedule (Teacher Workday 8 AM - 4 PM)</u>			
Block 1    9:35 - 10:41	Lunch    12:24 - 12:55	Block 1    8:10 - 9:10	Lunch    11:45 - 12:18				
Block 2    10:44 - 11:50	Block 3    12:56 - 2:02	Block 2    9:13 - 10:13	Block 3    12:18 - 1:18				
Advisory   11:53 - 12:23	Block 4    2:05 - 3:10	Advisory* 10:16 - 11:44	Block 4    1:21 - 2:25				

\*Advisory/I-Care/In-Progress

**VALLEY SOUTHWOODS: 8:20 AM - 3:20 PM    Collaboration: 2:35 PM**  
**Student Contact Time: 31 hours and 45 minutes per week    Teacher workday: 7:30 AM - 3:30 PM**

<u>Regular Schedule</u>		<u>Collaboration Schedule</u>			
Period 1    8:20 - 9:06		8:20 - 8:59			
Period 2    9:10 - 9:55		9:03 - 9:42		<u>Lunch Schedules</u>	
Period 3    9:59 - 10:44		9:46 - 10:25		<u>Regular</u>	<u>Collaboration</u>
Period 4    10:48 - 11:43		10:29 - 11:08	1st lunch	11:33 - 12:03	11:08 - 11:38
Period 5/lunch 11:57 - 12:53		11:12 - 12:28	2nd lunch	11:58 - 12:28	11:33 - 12:03
Period 6    12:57 - 1:42		12:32 - 1:11	3rd lunch	11:23 - 12:53	11:58 - 12:28
Period 7    1:46 - 2:31		1:15 - 1:54			
Period 8    2:35 - 3:20		1:58 - 2:35			

**INDIAN HILLS AND STILWELL: 7:35 AM - 2:35 PM    Collaboration: 1:50 PM**  
**Student Contact Time: 31 hours and 45 minutes per week    Teacher workday: 7:15 AM - 3:15 PM**

<u>Regular Schedule</u>		<u>Collaboration Schedule</u>			
Tiger Time    7:35 - 8:00					
Period 1    8:05 - 8:50		7:35 - 8:20		<u>Lunch Schedules</u>	
Period 2    8:55 - 9:40		8:25 - 9:10		<u>Regular</u>	<u>Collaboration</u>
Period 3    9:45 - 10:30		9:15 - 10:00	1st lunch	10:30 - 11:00	10:50 - 11:20
Period 4/lunch 10:35 - 12:00	Per.5	10:05 - 10:50	2nd lunch	11:00 - 11:30	11:20 - 11:50
Period 5    12:05 - 12:50	Per.4	10:55 - 12:20	3rd lunch	11:30 - 12:00	11:50 - 12:20
Period 6    12:55 - 1:40		12:25 - 1:05			
Period 7    1:45 - 2:35		1:10 - 1:50			

**ELEMENTARIES (except Crestview - see below): 9:05 AM - 3:55 PM    Collaboration: 3:10 PM**  
**Student Contact Time: 30 hours and 55 minutes per week    Teacher Workday: 8:15 AM - 4:15 PM**  
**Collaboration Teacher Workday (all but Crestview): 7:30 AM - 3:30 PM**

Regular    Grades 1-6*    9:05 - 3:55	AM Kindergarten    9:05 - 11:40
Collaboration    Grades 1-6*    9:05 - 3:10	AM Kindergarten    9:05 - 11:05
<b>Crestview:</b> Regular    Grades 1-6*    8:20 - 3:10	Collaboration    Grades 1-6*    8:20 - 2:25

\* and all day Kindergarten