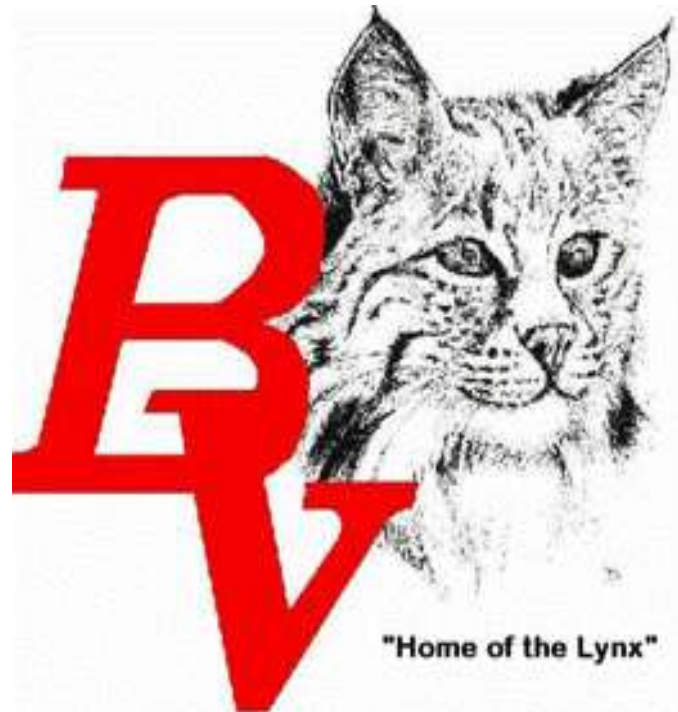


A GUIDE FOR



BRANDON VALLEY SCHOOL DISTRICT 49-2

2014-2015

SUBSTITUTES

TABLE OF CONTENTS

Introduction.....	1
Educational Philosophy	2
School District Goals and Objectives	3
BVSD Mission and Belief Statements	4
Substitute Professional Staff- Requirements and Certification.....	5
Assignment Procedures/Responsibilities	6
Salaries & Benefits	7
Long Term Daily Rate Substitutes	
Evaluation of Substitutes	
Suggestions for Substitute Teachers	
South Dakota Child Abuse & Neglect Laws	8-9
Policy JHG Reporting Child Abuse	10
Policy JHCE Handling Blood & Other Body Fluids.....	11-12
Aids Facts and Statistics.....	12
Policy GBEC Use of Alcohol & Other Drugs by Employees	13
Notes to the Substitute.....	13
School Calendar (2014-2015).....	14
Changes/Additions will be made on our website: www.brandonvalleyschools.com Please check there if you have any questions or call the Administration Center - 582-2049.	
District Phone Numbers/Payroll Information	15

A GUIDE FOR SUBSTITUTES

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

We would like to stress to you the following expectations:

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

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

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

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

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

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

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

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

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

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

EDUCATIONAL PHILOSOPHY

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

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

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

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

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

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: June 22, 1992)

(REVISION DATE: January 22, 1996)

(REVISION DATE: January 10, 2005)

(REVISION DATE: October 22, 2007)

CROSS REF.: IA, Instructional Goals

SCHOOL DISTRICT GOALS AND OBJECTIVES

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

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

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

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: August 26, 1996)

(REVISION DATE: January 10, 2005)

(REVISION DATE: October 22, 2007)

Do you have access to the internet? Try the Brandon Valley School District web page:
www.brandonvalleyschools.com

BRANDON VALLEY SCHOOL DISTRICT

"Home of the Lynx"



Brandon Valley Mission Statement

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



Belief Statements

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

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

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

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

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

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

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

SUBSTITUTE PROFESSIONAL STAFF

REQUIREMENTS AND CERTIFICATION

In order to substitute:

1. Submit a completed application form (Substitute Application)
2. Submit W-4 and I-9
3. Complete application for School Employee Criminal Background Check (There will be charge of \$43.25 for fingerprinting-payable to DCI.);
4. Submit copy of SD Teacher Certificate and college transcripts (if certified.)
5. Be interviewed by a building principal.
6. Verify eligibility for employment.
7. Participate in an in-service in August or w/building principal that includes student health related trainings.

It shall be the duty of the substitute teacher to acquaint themselves with the duties required of them. In the performance of this duty, they shall always report to the principal before assuming charge of a classroom for the first time.

Substitute teachers are expected to comply with all the regulations governing regular teachers. When in the same teaching position for more than one day, they shall maintain the hours in the building as other teachers. They shall assume responsibility in the management of building and grounds, and in extracurricular activities directed by the principal. The substitute shall correct all papers accruing while on duty.

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

A noncertified teacher substitute may teach no more than 5 days consecutively in any one classroom or subject and no more than 20 days during a school term. To request an extension, the local school administrator must file an application for authority to act with the state secretary of education justifying the circumstances.

The state secretary of education may approve or disapprove the extension. A school system employing non-certified teacher substitutes must annually provide in-service training specifically designed for their needs and must have a written plan for the training on file.

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

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

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

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

(Adoption Date: August 13, 1984)

(Revision Date: December 9, 1985)

(Revision Date: October 10, 1988)

(Revision Date: April 25, 2005)

(Revision Date: February 23, 2009)

CROSS REF.: GCG, Professional Staff Probation and Tenure (Continuing Contract)

CONTRACT REF.: Negotiated Agreement Article X, Section L.

ASSIGNMENT PROCEDURES

Building administrators will call substitute teachers for their building needs. Assignments are influenced by areas of certification, substitute preference, principal's requests, and quality of work in previous assignments.

OUTLINE OF A SUBSTITUTE'S DAY

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

RESPONSIBILITIES

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

SUBSTITUTE SALARIES & BENEFITS

Salaries are determined each year by the Board of Education. Pay periods for substitutes are the same as those for regular teachers on the 25th of each month.

The substitute teachers is to be in the classroom at all times when the students are there.

2014-2015 RATES OF PAY: **\$110.00 full day**
 \$55.00 half day
 \$10.00/hr Educational Assistants
 (Substitutes receive no benefits)

LONG TERM DAILY RATE SUBSTITUTES

After fifteen (15) consecutive days on the same assignment, the rates will increase. (The principal sends in a pay authorization for higher pay.)

\$135.00 full day

NOTE:

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

EVALUATION OF SUBSTITUTES

Substitute teachers, like all other teachers in a particular school, are evaluated by the building administrator. If you are in an assignment for five days or longer, your performance may be evaluated. The principal or assistant principal may choose to evaluate prior to the five-day limit.

After the evaluation is completed, the building administrator will confer with you about it, if possible. If it is not possible for the building administrator to visit with you, the evaluation will be sent to you, and you may schedule a conference with an administrator, if you choose. One copy of the evaluation will be included in your permanent file. If you disagree with the evaluation, you may include a letter so stating in your file.

SUGGESTIONS FOR SUBSTITUTE TEACHERS

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

SOUTH DAKOTA CHILD ABUSE AND NEGLECT LAWS

SDCL 26-4-9. Enforcement of laws for protection of children. The Department of Social Services shall assist in the enforcement of all laws relating to the welfare of children, including child labor laws, relating to cruelty, contributory delinquency and dependency, nonsupport, desertion, sex offenses against children, compulsory education, and all other laws designed to protect and assist the child and shall take the initiative in securing the enforcement of laws for the protection of children where no adequate provision is made for such enforcement.

28-8-6. Neglected or Dependent Child Defined. In this chapter, unless the context otherwise plainly required "neglected or dependent child" means a child:

1. Whose parent, guardian, or custodian has abandoned him or has subjected him to mistreatment or abuse;
2. Who lacks proper parental care through the actions or omissions of the parent, guardian or custodian;
3. Whose environment is injurious to his welfare;
4. Whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, education, medical care or any other care necessary for his health, guidance, or well-being or;
5. Who is homeless, without proper care, or not domiciled with his parent, guardian, or custodian through no fault of his parent, guardian or custodian.
6. Who is threatened with substantial harm.
7. Who has sustained emotional harm or mental injury as indicated by an injury to his intellectual or psychological capacity evidenced by an observance and substantial impairment in his ability to function within his normal range of performance and behavior, with due regard to his culture.
8. Who is subject to sexual abuse, sexual molestation or sexual exploitation by his parent, guardian, custodian or any other person responsible for his care.

Provided however, notwithstanding any other provision of this chapter, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall, for that reason alone, be considered to have been neglected within the preview of this chapter.

26-10-1. Abuse of or Cruelty to Minor as Felony. Any person who abuses, exposes, tortures, torments or cruelly punishes in a manner which does not constitute aggravated assault, is guilty of a Class 4 Felony.

26-10-1.1. Spiritual Treatment by Accredited Practitioner of Recognized Church Not Considered Abuse. Notwithstanding any other provision of this chapter, no parent or guardian who in good faith is providing to a child treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church through a duly accredited practitioner shall for that reason alone be considered to have abused or intentionally neglected the child.

26-10-10. Practitioners, Hospital and School Personnel, Law Enforcement Officers and Coroners to Report Child Abuse and Neglect Cases-Failure as misdemeanor-reports by other persons. Any physician, surgeon, pathologist, dentist, shall immediately notify the state's attorney, the policy department or the county sheriff. Anyone receiving a report of suspected child abuse shall keep the report confidential as provided in SDCL 26-10-12.3.

- 26-10-12-.1. Investigations or Oral Report - Other actions permitted-prosecution of action - Counsel for child. Upon receipt of a report pursuant to SDCL 26-12-12, an investigation shall be made by the department of social services or any county sheriff or city policy. Such investigation does not prohibit any other lawful action. If such investigation and report indicate that child abuse has occurred, the state's attorney shall commence on appropriate action.
- 26-10-12.2. Report to social services department - Contents -- Filing--Central Information registry--Release of information restricted. The court shall make a report to the office of the department of social services which shall include the name and address of the parents, guardian or responsible persons, the date and place of birth of the child, the date of the report, the suspected or proven physical or emotional abuse or intentional neglect and the disposition of the proceedings. Such report shall be filed within ten days of the date of any judgement or order entered by the court. The department of social services shall be the central registry of such information and shall release such information only to the attorney general, the state's attorney, a law enforcement agency investigating a report of known or suspected abuse and neglect, the judges of the court, a child protection team, a protective services worker who is investigating a reported incident of abuse and neglect, a public official and his authorized agent who requires such information in connection with the discharge of his official duties, an agency having the legal responsibility or authorization to care for, treat or supervise a child who is the subject of a report and to any person by order of the court as provided herein or to a state, regional or national registry of child abuse and neglect cases and to courts of record of other states on request. Such information shall only be released to such persons upon proof that is necessary in the performance of official functions relating to child abuse or neglect and all such information so released or furnished shall be held in confidence by the person receiving it, provided however, the court may order the release of information necessary for determination of an issue before such court.
- 26-10-12.3. Child Abuse Information Confidential-Unauthorized Disclosure as Misdemeanor. All investigative and case records, files and information concerning child abuse report are confidential and no disclosure of such reports, files or information shall be made except as provided in SDCL 26-10-12.2. Any person who shall knowingly violate the confidential nature of such records, files or information shall be guilty of a Class 1 misdemeanor.
- 16-10-14. Immunity from liability - - persons reporting abuse - - child protection teams - - public officials or employees - - person cooperating. Anyone participating in good faith in the making of a report pursuant to SDCL 26-10-10 to 26-10-12, inclusive, or under any other provision of this chapter, shall have immunity from any liability, civil or imposed, and shall have the same immunity with respect to participation in any judicial proceeding resulting from such report. Immunity shall also extend in like manner to persons requesting the taking of photographs and x-rays pursuant to section 10 of the Act, to persons taking

the photographs and x-rays and to child protection teams established by the secretary of social services, public officials or employees involved in the investigation and treatment of child abuse and neglect or who make a temporary placement of children pursuant to this chapter, or to any person who in good faith cooperates with a child protection team or department of social services in an investigation, placement or treatment plan.

REPORTING CHILD ABUSE

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

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

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

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

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

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

(ADOPTION DATE: February 28, 1983)

(REVISION DATE: October 28, 1991)

(REVISION DATE: January 22, 1996)

(REVISION DATE: February 24, 1997)

(REVISION DATE: November 9, 2004)

(REVIEWED DATE: April 28, 2008)

HANDLING BLOOD AND OTHER BODY FLUIDS

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

FOOD SERVICE WORKERS

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

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

File: JHG

TEACHERS/SECRETARIES/ADMINISTRATORS

1. If possible, do not handle blood or other body fluids. Call custodian or school health aids.
2. If you must handle body fluids, follow procedure delineated for school health aids.
3. Avoid sex with persons with AIDS, with persons at risk for getting AIDS, or persons who have tested positive for AIDS virus antibodies.
4. Use of condoms can reduce your risk, of any sexually transmitted disease, but they are NO guarantee. Brand name LATEX are best.
5. Don't abuse IV drugs. Don't shoot drugs; if you do, don't share needles or syringes. Many diseases are spread this way (Hepatitis).
6. If you think you may have been exposed to the AIDS virus, GET COUNSELED AND TESTED.

BUS DRIVERS

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

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

ADOPTION DATE: July 21, 1995

REVISION DATE: November 9, 2004

REFERENCES: The Aids Book Information for Workers: March 1988, Service Employees International Union.

SD Department of Health Memorandum, March 1986

Federal Register Vol. 52, No. 210-St. Luke's Hospital, Infection Control Coordinator

AIDS FACTS/STATISTICS

How the AIDS Virus is spread: 1) Sexual Contact; 2) Shared Needles/IV Drug Use; 3) Blood to Blood Contact; 4) Blood Transfusions between 1/1977 and 6/1985 (blood received after 6/1985 is considered safe from HIV); 5) Mother to Child before or during birth (maybe by nursing after birth if mom is infected).

HOW TO REDUCE YOUR RISK OF EXPOSURE/INFECTION
WITH HIV TO VIRTUALLY ZERO:

1. ABSTAIN from having sexual intercourse, your risk of exposure to HIV through sexual contact becomes zero when you are not exposed to potentially infectious blood, semen, or vaginal/cervical secretions.
2. Develop a MONOGAMOUS relationship with Mutual Fidelity, persons who are not infected and in a monogamous (one sex partner) relationship with mutual fidelity (no cheating), have no risk of exposure to AIDS through sex (provided neither partner shares IV drug needles).

File JHCE

USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES

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

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

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

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

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

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

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

(Adoption: September 10, 1990)

(Revision: September 12, 1994)

(Revision: February 28, 2005)

(Revision: January 26, 2009)

NOTES TO THE SUBSTITUTE TEACHER

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

Many substitutes are subbing in the hope of obtaining a full-time position. While subbing is not a guarantee, it does provide an opportunity to demonstrate your skills and become more familiar with the district. If you are interested in full-time employment, be sure to submit a letter of application, transcripts and credentials to the Office of the Superintendent of Schools.



BRANDON VALLEY SCHOOL DISTRICT **SCHOOL CALENDAR** **2014-2015**

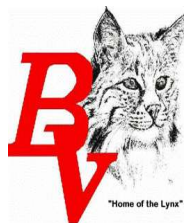
Tues., Aug 12	New Staff Inservice
Wed., Aug 13	Workshop-Extra Paid Day
Thurs., Aug 14	Inservice-Extra Paid Day
Fri., Aug 15	Inservice
Tue., Aug 19	First Day of School
Mon., Sept 1	Labor Day - No School
Mon., Oct 6	Conference-Elementary/HS
Tues., Oct 7	Conference-MS
Fri., Oct 10	Inservice-No School
Mon., Oct 13	Native American Day-No School/Comp Day
Tues., Oct 21	End of First Quarter
Tue., Nov 11	Veteran's Day-No School
Thurs.-Fri., Nov 27-28	Thanksgiving-No School
Tue., Dec 23	End of Second Quarter
Wed. - Mon., Dec 24-Jan 5	Winter Break-No School
Mon., Jan 5	Workshop-No School
Mon., Jan 19	Martin Luther King Day-No School
Mon., Feb 9	Conference-MS
Tues., Feb 10	Conference-Elementary/HS
Fri., Feb 13	Comp Day-No School
Mon., Feb 16	President's Day-No School
Fri., March 12	End of Third Quarter
Fri., March 13	Snow Day-No School if unused
Thu., March 19	Snow Day-No School if unused
Fri., March 20	Inservice Day-No School (move to 19th if needed)
Fri. - Mon., April 3 & 6	Spring Break-No School
Sun., May 17	Graduation
Wed., May 20	Last Day of School-End 4th Quarter
Thu., May 21	Workshop
Mon., May 25	Memorial Day

DISTRICT TELEPHONE NUMBERS

ADMINISTRATION CENTER	582-2049
HIGH SCHOOL OFFICE.....	582-3211
Dr. Gregg Talcott, Principal	Mark Schlekeway, Asst. Principal
MIDDLE SCHOOL OFFICE.....	582-3214
Brad Thorson, Principal	Nick Skibsted, Asst Principal
ROBERT BENNIS OFFICE	582-8010
Karen Heyden, Principal	
BRANDON ELEMENTARY OFFICE	582-6315
Merle Horst, Principal	
FRED ASSAM OFFICE.....	582-1500
Susan Foster, Principal	
SPECIAL SERVICES OFFICE.....	582-3446
Lyn Heidenson, Director	
VALLEY SPRINGS OFFICE.....	582-2948 or 757-6285
Tanya Palmer, Principal	

PAYROLL INSTRUCTIONS

Use one voucher per pay period. Remember to list each day separately. It is extremely important to sign your pay voucher and return it to the Central Office. Please submit payroll reports at the end of each pay period even if you have had few assignments. Your check will be mailed on the 25th of each month.



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