



Glencoe-Silver Lake Public Schools

Independent School District #2859

Proudly serving the communities of Biscay, Brownton, Glencoe, New Auburn, Plato, and Silver Lake

Christopher D. Sonju, Superintendent of Schools ~ 320-864-2498 ~ Csonju@gsl.k12.mn.us

Alicia Luckhardt, School Board Chair
Jamie Alsleben, School Board Director

Donna VonBerge, School Board Treasurer
Jon Lemke, School Board Clerk

Clark Christianson, School Board Director
Jason Lindeman, School Board Director

SUBSTITUTE HANDBOOK 2024-2025

District Office ~ 1621 E 16th St. Glencoe, MN 55336 ~ 320-864-2499 Fax 320-864-6320

Glencoe-Silver Lake High School (Grades 9-12) ~ 1825 E 16th St. Glencoe, MN 55336 ~ 320-864-2400 Fax 320-864-6475

Glencoe-Silver Lake Junior High School (Grades 7-8) ~ 1621 E 16th St. Glencoe, MN 55336 ~ 320-864-2400 Fax 320-864-6475

Lakeside Elementary (Grades 3-6) ~ 229 Lake Ave. Silver Lake, MN 55381 ~ 320-864-2500 Fax 320-327-3122

Lincoln Elementary (Grades K-2) ~ 1621 E 16th St. Glencoe, MN 55336 ~ 320-864-2666 Fax 320-864-6320

Welcome to Glencoe-Silver Lake Public Schools Independent School District #2859

This handbook is a guide for the Substitute Staff at Glencoe-Silver Lake Public Schools. It is hoped that the information will serve to inform and to assist substitute staff in finding answers to the many questions they may have.

Independent School District #2859 recognizes substitutes as a very valuable asset to our educational process. As a substitute in our district, you are a very important person. Whether your stay is short or continues over a long period of time, each time you enter a classroom or building to assist, you are responsible for the most important resource we have in this district -- our children.

Successful substituting is a partnership between the substitute, the absent employee and the staff and students at the schools. We regard you as professionals. Please assume the same responsibilities and duties as the employee you are replacing. You will be held to the same ethical, legal and professional standards of all employees.

This handbook will assist you in becoming aware of the policies and procedures of the District. We will be glad to help you if you have any questions. We wish you a successful and rewarding year.

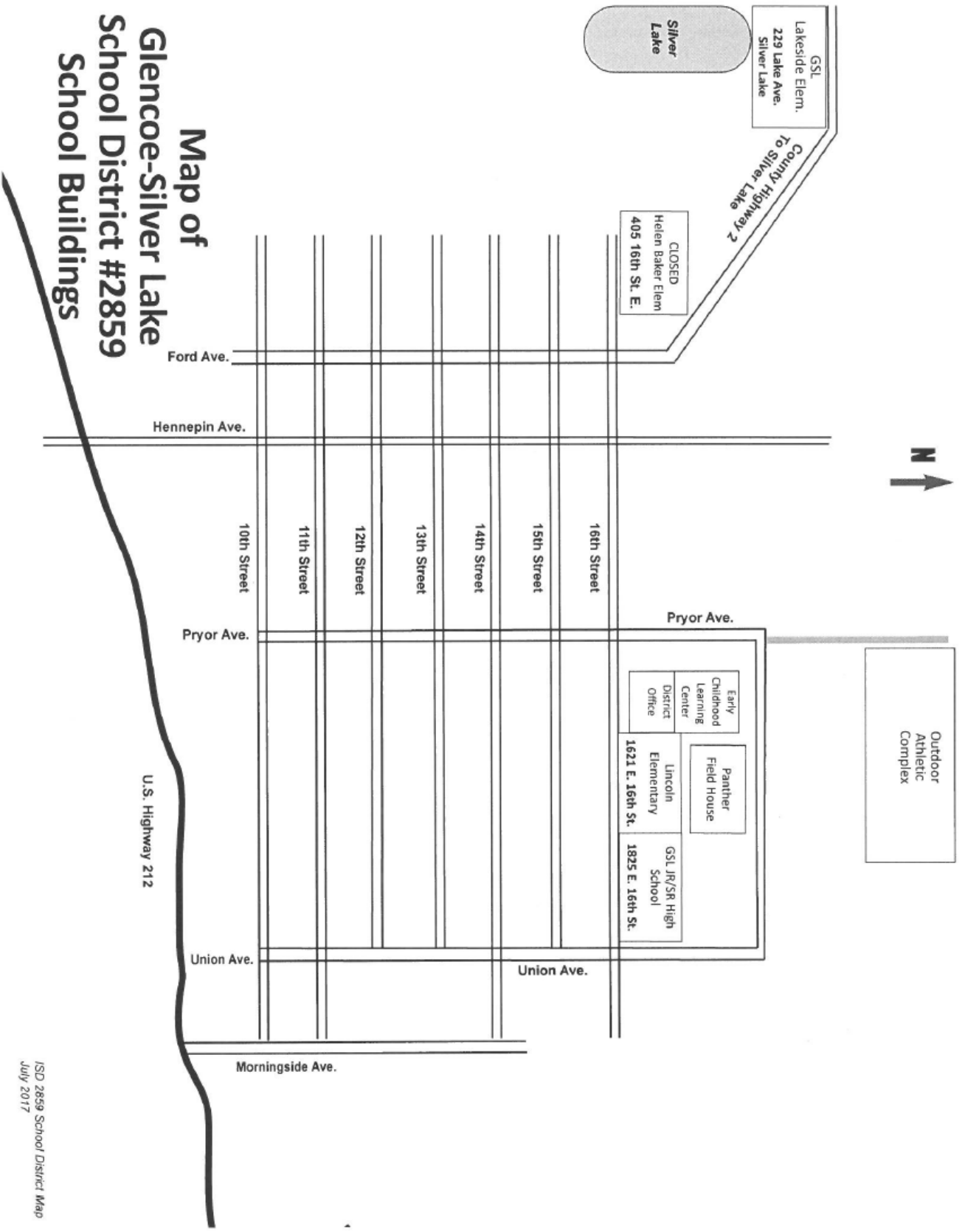
Thank you for being a Substitute with Glencoe-Silver Lake Public Schools.

Glencoe-Silver Lake Public Schools Building Information & School Start and End Times

Lincoln Elementary Grades Pre-K-2	Lakeside Elementary Grades 3-6	GSL Junior/Senior High Grades 7-12
1621 E. 16 th St.	229 Lake Ave.	1825 E. 16 th St.
Glencoe	Silver Lake	Glencoe
320-864-2666	320-864-2500	320-864-2400
Principal: Bill Butler	Principal: Bill Butler	Principal: Matt Foss
Assistant Principal: Joy Freitag	Assistant Principal: Joy Freitag	Assistant Principal: Dan Svoboda
Child Study Coordinator: Bill Butler	Child Study Coordinator: Bill Butler	Child Study Coordinator: Bill Butler
Secretary: Kim Ruschmeier	Secretary: Lori Hatlestad	Secretary: Beth Rumrill
School Start Time: 8:00 a.m.	School Start Time: 8:00 a.m.	School Start Time: 8:05 a.m.
School End Time: 3:00 p.m.	School End Time: 3:00 p.m.	School End Time: 3:10 p.m.

District Office	Early Childhood Learning Center	Panther Field House/ Community Education	Bus Garage
1621 E. 16 th St.	1621 E. 16 th St.	1825 E. 16 th St.	1203 12 th St. E.
Glencoe	Glencoe	Glencoe	Glencoe
320-864-2491	320-864-2681	320-864-2690	320-864-3032
Superintendent: Chris Sonju	Coordinator: Tamera Zajicek	Director: Matt Muenchow	Transportation Manager: Tina Teubert
Hours: 7:45 a.m.- 4:00 p.m.		PAC: Jane Goettl	

Map of Glencoe-Silver Lake School District #2859 School Buildings



General Employment Information:

Substitutes are required to complete and have on file in the Superintendent's Office the following:

1. Substitute Application for Employment (completed and submitted online).
2. Substitute Teachers and Nurses must be licensed. A substitute teacher must have a valid, current, Minnesota teaching or short call substitute teacher license. A copy must be on file in the Superintendent's Office. A standard Minnesota teaching license allows a substitute to teach in any elementary or secondary assignment up to 14 consecutive days in a single assignment. In order to substitute teach longer than 20 days consecutively, a license for the appropriate subject areas and/or level is required.
3. All payroll forms must be completed prior to the 1st day of employment. These forms include the W-4 for both Federal and State, Direct Deposit Authorization Form and Form I-9 along with supporting identification documentation.
4. Background Investigation – Fee to be paid by substitute or provide a background check completed by another Minnesota School district within the last 12 months.
5. A photograph will be taken annually in the Superintendent's Office or during student picture day, which will be used to make an ID badge. All individuals working in the school buildings are required to wear an ID badge.
6. In addition to this substitute handbook, please review the GSL Employee Handbook to view additional information such as Dress and Grooming Codes, Drug-Free & Tobacco-Free District, Staff Injuries, Mandatory Reporting, etc.

Calling Procedures with AESOP/Frontline: Once ALL steps above are completed the substitute will be activated in the AESOP/Frontline Automated Sub-caller System and will receive an invitation to create their user ID and Password to access the system. Upon completion of registration the substitute will be activated on the AESOP/Frontline calling system or can log into AESOP/Frontline to accept available jobs, select preferred schools and specify their availability. Substitutes that are paid hourly will be required to clock in and out using TimeClock+.

Substitutes whose services are required will normally be called the evening before, or between approximately 5:00 a.m. and 7:30 a.m. unless an assignment has been made in advance or an absence occurs during the school day.

- Take note of the specifics pertaining to each accepted position including the school, the grade and/or subject, and the name of the employee who will be absent.
- Please listen carefully to the options for accepting/rejecting jobs in Aesop – hanging up on Aesop is not effective and should never be done.
- Please make sure to enter the correct option for rejecting a particular job. Otherwise, Aesop will continue to call you back, slowing the process down for finding an available sub for an absence. All calls made by Aesop to substitutes are tracked, as well as your response to those calls - hang-ups, no answers, rejected job, etc. Aesop will eventually put a sub in “reduced calling mode” if they do not consistently pick up jobs via the phone.
- If you are able to work a partial day, but the assignment offered is for a full day, please contact the building secretary to see if absence can be split.

To help keep us keep in contact with you, please notify the payroll coordinator at (320) 864-2497 of any change in address or phone number, if you are temporarily unavailable, or wish to be removed from the substitute list.

Substitute Compensation:

Pay day is twice-a-month, the 15th of the month (if the 15th lands on Saturday, payday is Friday; if the 15th lands on Sunday, payday is Monday) and the last business day of the month.

Substitutes Rates of Pay 2024-2025 School Year

- Licensed teacher substitutes –\$150 full day (8 hours) / \$75 half day (4 hours)
- Long Term Substitute Teacher –\$150 full day first 20 days of Long Term Sub Assignment. Day 21+ of Long Term Sub Assignment Salary based on BA Step 1.
- Substitute Paraprofessional / Health Assistant - \$16.60 per hour
- Substitute Principal's/Building Secretary – \$17.73 per hour
- Substitute Nurse - \$25.00 per hour

Social security (FICA/Medicare) as well as federal and state withholding depending on W4 information will be withheld from the substitute's pay. If applicable, Public Employees Retirement (PERA) or Teachers Retirement Association (TRA) may also be withheld. Please visit <https://mnpera.org/> or <https://minnesotatra.org/> for withholding guidelines and more information on each program. A substitute is covered under the District's worker's compensation and liability insurance.

There is a two-hour minimum if the substitute arrives at school and is not needed due to situations such as cancellation of the employee attending a conference or meeting or an administrative schedule mix-up.

If you are a substitute for an employee whose regular assignment is split between two or more buildings, mileage reimbursement may be available. The building Principal/Administrator will have complete information.

Upon Arrival at Assignment:

- Be sure you are on time for your assignment and report immediately to the building office to sign the sub sign-in sheet. Hourly staff will need to clock in using Timeclock+
- Ask about any early morning duties and find out where your first assignment is located.
- Obtain instructions or materials concerning the assignment that you may need for the day.
- Perform all responsibilities as outlined in the sub folder and lesson plans.

Concluding the Assignment:

- Clean up the classroom. Ensure that windows are closed and locked. Turn off computers.
- Substitute Teaches should leave any important information for the regular classroom teacher such as indicating homework, departure from the lessons plans, any discipline problems encountered, as well as positive statements concerning students or the entire classroom.
- Report to the main office to turn in any keys or materials or to sign the sub sign in sheet if you have not done so already.
- If it is necessary to leave earlier than the time indicated you must let the school office know this when you accept the assignment. If leaving early will disrupt the daily schedule a different sub may need to be assigned.
- If you finish your assignment before the expected departure time, please check with a co-worker or office staff to see if there are any tasks you can complete in your remaining time. Make yourself available.

Classroom Management: Order and control should be maintained within classrooms, hallways, playground, or in any area of the school. Techniques other than shouting should be used and at no time are you to administer corporal punishment.

If you are having a problem, notify the building Principal/Administrator or main office. Many of our classrooms use I-pads or other devices as an integral part of teaching.

Please communicate with the teacher or building Principal/Coordinator regarding specifics for your assignment so that you are prepared to use the devices.

Lesson Plans:

We want your day(s) to be successful. Glencoe-Silver Lake teachers are expected to leave detailed plans to assist you in their absence. Many spend a great deal of time preparing plans. Lesson plans are to be followed as much as possible to ensure a consistent flow of information. If there are questions, please check with another instructor in the same department or the main office. Textbooks should be on the teacher's desk and labeled. Teaching materials should also be marked and in easy reach. If additional materials/supplies are needed, please contact the main office.

If you have received no teacher's lesson plans in the teacher's room, tell the Principal immediately.

The feedback you leave for the absent employee is as important to them as the plans that are left for you to follow. Students serve as an excellent resource in orienting you to the learning happening thus far in the course or classroom. Consider students a tremendous resource. Additionally, please ask for help from any staff member at any time. Help is often only a phone call or a few steps away.

Lunch Break:

Substitutes working a full day in any building will be provided a 30-minute lunch. We invite you to join the staff in the lounge during your 30-minute lunch time.

- Licensed staff are paid for their lunch break.
- Non-licensed staff are unpaid and will have a 30 minute lunch deduction taken from their timesheet if working longer than a 4 hour shift. *If a lunch is not taken, please contact payroll coordinator for deduct removal.

Substitutes may bring their own lunch, the staff lounge has a refrigerator and microwave for your use, or substitute may purchase a meal from the school cafeteria. **To set up a pre-paid lunch account please contact Trisha Zajicek, Food Service Secretary, at 864-2494. Cost of an adult meal is \$5.00.**

Money: All money collected in the classroom for any reason should be removed from the classroom at the end of the teaching day and turned in to the building office in accord with building procedures.

Prep Periods:

At the District's discretion, a substitute teacher may be required to teach during a regularly scheduled "prep" period. If you cover a prep period fill out a comp claim form at the main office for the additional pay of \$35 per hour.

Professional Development:

Substitutes may attend district-wide and school-based professional development opportunities that are appropriate to their licensure areas with Superintendent approval. Please contact the event organizer in advance to ensure space and request any needed documentation. Substitutes will not be compensated by the District for this time.

Professional Ethics:

Your contribution to the overall educational program is appreciated. You can make a difference between a productive day of learning for students and lost instructional time.

In your role as a substitute, you may have access to student records and reports. These should be handled with extreme care. Many records are of a confidential nature and are maintained in order to provide information for the professional staff. All such materials should be handled in a confidential manner.

Substitutes are responsible for following the rules and regulations of Independent School District #2859 (Glencoe-Silver Lake Public Schools). These two areas can be fulfilled by knowing the information contained in this handbook and by learning as much as you can about the individual schools in which you substitute. Dress for the school district is casual, comfortable and neat in appearance. The teacher or supervisor you work with will be able to direct you throughout your work day. For additional questions, contact the building Principal/Coordinator or Superintendent.

As a substitute traveling from school to school, you will observe many styles of teaching. We hope that you will understand that not all teachers teach in the same manner. Make every effort to carry on the program of the regular teacher and to fit in with the schedule.

Maintain professional standards in each situation. This infers you are careful not to criticize a school, teacher, or student outside of the school or in another school. We appreciate hearing from our substitutes regarding questions or concerns. Please contact the building Principal/Coordinator or Chris Sonju, Superintendent of Schools, 320-864-2498 or CSonju@gsl.k12.mn.us

Although it is a prerogative seldom used, the district reserves the right to terminate the employment of a substitute. Reasons for such action could include lack of initiative, unsatisfactory substituting, inability to arrive at work on time, or undue difficulty with discipline.

Security Procedures:

During school hours all visitors must use the main, secure school entrance. Your staff badge should be worn at all times. All staff should politely ask any visitor without a badge to please check with the office. This is imperative for building security. Should you notice anything suspicious please contact the main office. Staff should not try to determine whether there is present danger, just report it immediately.

Student Protection: If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the building main office and alert the office. **Under no circumstances should a child be released without permission of the building Principal/Coordinator.** Information concerning students which may be confidential in nature should be kept confidential by the substitute teacher.

Student/Staff Injury: All cases of accident or illness are to be reported immediately to the building nurse or main office. No medicine is to be administered to students. The school nurse, or Health Aide under the

School Nurse's supervision, administers all medications. Adults who are injured during the workday are required to complete Employee Accident Report along with contacting the building Principal/Coordinator or main office. Employee Accident Forms can be found in the nurses office. Check with the main office for assistance. You are responsible for learning about emergency procedures in each building where you substitute. Emergency procedures are outlined in the district crisis plan available in the building main office or in the staff lounge.

Supervision During The Day:

The presence of adults in the hallways helps to curb unnecessary behavior. Substitutes are expected to cover the supervision assignments assigned to the employee such as cafeteria supervision, study hall, recess, etc. If an assembly or special program is planned during a time that you have an assignment, you should plan to attend the event and supervise those students assigned for that period.

Snow Days/School Cancellations:

When conditions are such that school may be closed or delayed, please monitor WCCO radio or television for the official announcement. Our District is listed as Glencoe-Silver Lake Public Schools. Additionally, you could call the school closing line 320-864-2499 to hear the most recent school closing update.

In the event of a school closing we will cancel all jobs for that day and you will get an email notification that your job is canceled. If you are scheduled to substitute teach and school has a late start due to the weather, you will be paid from the start of that late start school day. If you are sub teaching and the school day is shortened due to the weather, you will be paid for the day. Hourly substitute staff will be paid for the hours physically worked and recorded using TimeClock+.

Substitute Cancellation Policy:

If you must cancel, please try to do so ASAP by contacting the school secretary to be removed from the assignment. If requesting ESST to be used, please complete ESST request form.

Substitute Worker paid Time Off Earned Sick and Safe Time Law (ESST)

Employees in Minnesota who more than 80 hours per year are entitled to earned sick and safe time, a form of paid leave. Employees will accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is a fiscal year, July 1 – June 30.

Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Who is Eligible

- Employees who work at least 80 hours in a year
- Earns one hour for every 30 hours worked and can earn a maximum of 48 hours in a year
- A year is measured as fiscal year for all employees
- Can carry over accrued hours to following year for a maximum of 80 hours

At What Rate Must the Leave Be Paid and From What Source?

- Same hourly rate substitute employee earns when they are working
- Sick hours entered will be charged to the department substitute was originally scheduled to work on the day of ESST

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;

- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Which family members are included?

Employees may use earned sick and safe time for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee

Employee Notice to Use Sick Leave

- *Foreseeable leave*: employees must provide advance notice of need for leave
- *Unforeseeable leave*: employees must provide notice of need for leave as soon as practicable
- Notice can be by phone or email or written statement

What is Reasonable Sick Leave Documentation?

- *When an employee uses accrued sick leave hours for more than 3 consecutive days, employer **may** require reasonable documentation*
 - Up to one individual annually designated by the employee
 - To be documented at the time of the initial sick leave request and will remain in effect until the end of the FY
 - A form and/or correspondence is considered confidential and should be treated, recorded and stored as private documentation in the HR office for employees and the equivalent office designation for student employees.
 - NOTE: Employees are NOT required to disclose such information to their supervisor.

Additional Information

- Reinstate accrued sick and safe time if return to employer within 180 days of separation
- Unused paid leave is not required to be paid out